

COMMUNITY HEALTH PARTNERS

Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors.

JOB TITLE: Dental Door Screener-Bilingual

Position Status: Non-exempt

Effective Date: 10/2020

Reviewed By: Dental Director

JOB SUMMARY: Under the general supervision of the clinic Dentist or Dental Coordinator, functions as a member of the dental health care team. Primary duties include assisting administrative generalists and dental clinical team members in communication with Spanish speaking patients as well as door screening for Covid-related questions prior to patient entry into our general clinic space.

ESSENTIAL JOB RESPONSIBILITIES:

Door Screener Duties

1. Positioned inside entry to dental office when door is unlocked.
2. Dons a surgical gown, surgical mask and eye protection when interacting with people requesting entry into the building.
3. Greets and receives patients and visitors warmly.
4. Upon entry all non-CHP employees will be evaluated for:
 - a. Compliance with local state ordinance and CHP procedure that all individuals >5 years old are required to don a face covering, either personal cloth face covering or surgical mask.
 - b. Asks that all individuals accompanying patients to their visit wait outside unless with a minor child or other dependent.
 - c. Performs screening questions for COVID 19:
 - Self-reported: fever, cough or difficulty breathing, loss of sense of taste or smell?
 - Exposure to COVID 19 including a pending or positive test in the past 14 days?
 - Has the person been around someone who has tested positive for COVID 19 in the past 14 days?
5. The Door Screener will notify the patient that their body temperature and anyone accompanying them will be checked in the waiting room before they are escorted back to the dental operatory. If their body temperature is greater than 100.4 they will be asked to leave the clinic and a nurse will call them.

Interpretation and Translation Duties

1. Provides Spanish/English interpretation to patient by telephone or on a walk-in basis to assist with scheduling appointments, confirming appointments, demographic information, intake forms review and entry into both Epic electronic health record (EHR) and QSI electronic dental record (EDR).
2. Provides Spanish/English interpretation to patient in the dental clinical setting.
3. When needed, provides routine review of dental consent forms and post-operative instructions.
4. Work as a team player, assisting other support staff as needed.

5. Understand and adhere to HIPAA regulations maintaining confidentiality of patient information.

JOB QUALIFICATIONS:

Skills and Attitudes:

1. Ability to follow oral and written instruction.
2. Communicates effectively in writing and orally.
3. Ability to work with limited resource population with a caring, patient-centered approach.
4. Ability to work with grace under pressure.
5. Ability to work in a team and to share responsibilities and duties.
6. Ability to resolve interpersonal conflict in a straightforward and timely manner.
7. Ability to set priorities, be organized, and be a self-starter.
8. Ability to treat both staff and patients with respect.
9. Ability to navigate technology efficiently.
10. Ability to gracefully accept and respond to feedback.
11. Understand and adhere to HIPAA regulations maintaining confidentiality of patient information.
12. Maintain pleasant, professional atmosphere when working with patients, practitioners, and other clinic personnel and the general public.

Essential Physical Requirements:

	Occasionally (1%-33% of day)	Frequently (34%-66% of day)	Continuously (67%-100% of day)
Sitting			X
Standing	X		
Walking	X		
Speaking/Hearing			X
Seeing			X
Hand/Wrist Work (ie. Keyboarding)			X
Pushing/Pulling	X		
Fine Manipulation		X	
Grasping		X	
Reaching		X	
Bend		X	
Kneel	X		
Squat	X		

Climb	X		
Lift 1-10 lbs		X	
Lift 11-20 lbs	X		

*Ordinary ambulatory skills needed to visit all CHP sites.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

High School Graduate or equivalent

Experience:

Office experience preferred, preferably in a health care facility.
 Personal computer and word processing experience required.

I have read the above job description and have had all my questions answered.

Employee: _____ Date: _____