



**JOIN THE TEAM!**  
**Dental School Based Care Coordinator**  
**Los Angeles**  
**Full-time**

Take the next step in your career and join the Eisner community healthcare team. Founded in 1920, Eisner Health provides high-quality, integrated community healthcare to the underserved population in Downtown Los Angeles, Lynwood, Sherman Oaks, Panorama City, and Van Nuys. As one of the largest providers of accessible, free, or low-cost health and social services in the area, Eisner Health offers a wide variety of opportunities from which to choose. So don't delay, we are waiting to hear from you!

**Quick Facts:**

Eisner Health is seeking a Dental School Based Care Coordinator to join our professional team! Incumbents in this position are expected to support all organizational expectations including, but not limited to; providing patients of the Eisner Health Dental Clinic with case management services that link patients with primary dental care and health-related services in a manner that ensures timely, coordinated access to care. The duties of the Dental School Based Care Coordinator includes, but is not limited to:

- Follows up with each patient's treatment and coordinates care with the dental team, including upcoming semi-annual/annual dental exams when appropriate.
- Provides parents and/or guardians with referral information and with coordination when appropriate.
- Assists with answering any questions or inquiries that may arise.
- Communicates assessment findings and treatment rendered by the school-based dental provider to parents/guardians with in a timely manner.
- Assists providers with coordinating treatment plans in order to provide a continuum of care.
- Keeps records and tracks the care of each patient during the course of their treatment to ensure completion.
- Links patients to resources in the community such as Medicaid, CHIP, WIC and other community resources.
- Develops and maintains a log of care coordination and referrals on all patients treated under Eisner Dental program.
- Acts as a liaison between Eisner and all schools that host the dental program to coordinate any events which can be used to market and promote the dental program.

**Requirements and Qualifications:**

- Bachelors in Social Work or a related field, or a minimum of 2 years working in case management or the Dental field.
- Proficient in English and Spanish.
- Current CPR certification.
- Must have knowledge of Dental terminology.
- Proficiency in MS Office applications, including MS Word, Excel, and Outlook required.

**In addition to competitive salaries, Eisner offers the following benefits for employees working 32 hours or more per week:**

- Medical, Dental, and Vision Insurance
- Employer-Sponsored Group Life and Accident Insurance
- Voluntary Supplemental Insurance
- Retirement Plan – 401k
- Employer-Sponsored Long-term and Voluntary Short-term Disability Programs
- Transportation and Parking Subsidies
- Flexible Spending Health and Child Care Plans - Section 125
- Robust Paid Time Off (PTO) Program
- Educational Tuition Reimbursement (up to \$500 per year)
- Employee Assistance Program (EAP)