



ACADEMY OF VETERINARY DENTAL TECHNICIANS

Clinic/Facility:

Seattle Veterinary Dentistry at Mercer Island Veterinary Clinic - Fear Free Practice

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Contact Name:

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Position Available:

Specialty Referral Coordinator and Department Liaison

Hours:

8am - 5pm or similar 8-hour shift, Monday - Friday

Description of Position (include experience requested, wages, hours, duties, etc.):

Seattle Veterinary Dentistry is the practice of Dr. Evan Crocker, located inside Mercer Island Veterinary Clinic near Seattle, WA. We are looking to add a specialized dentistry coordinator to our team. This team member would be responsible for: Scheduling consultations and procedures Triage of all dentistry concerns by phone to schedule appropriately based on medical necessity Educating new clients and following client leads Discussing procedure details with clients including oral and maxillofacial surgery, endodontics, periodontal therapies, orthodontics -- everything available through our specialty practice Providing estimates, collecting deposits, and invoicing Fielding calls from referring DVMs, liaison between Dr. Crocker and DVMs/clients while he is in surgery Post operative phone calls and follow-up scheduling Reviewing records submitted by other hospitals There is a possibility that Fridays can be remote work/work from home in the future Competitive wage, health insurance, uniform allowance, PTO, paid holidays, CE allowance, pet health care benefits. We would love to find a credentialed technician with plenty of dentistry knowledge, or even a VTS who is ready to work in client and rDVM services rather than standing up in surgery all day! We are also willing to train the right smart, ambitious people to do a great job - but we would prefer a candidate with plenty of medical knowledge to best serve our patients and clients. We have a terrific, diverse team full of people who really care about animals. As a Fear Free Certified Practice, we protect both the physical and emotional well-being of our patients at all times.

Posting Date:

06/03/2020

All job posts will be held for 90 days, at which time it will be removed. If further posting is necessary, please resubmit your Info Sheet.

Email: avdtsecretary@gmail.com