



Franco and Associates Family and Cosmetic Dentistry is looking for a friendly, people person to join our team as a Patient Care Coordinator. The Patient Care Coordinators are part of a team who work together to provide the best possible patient experience.

This position directly interacts with our patients: answering phone, scheduling appointments, greeting patients on arrival, taking payments, helping to keep the office schedule running smoothly, along with a variety of other tasks.

We are seeking for someone with an attitude of putting the patient first, the ability to multitask, good work ethics, strong attention to detail and a belief in teamwork. Being self-motivated and having a positive, friendly outlook are essential.

Join our office that feels like a family, a fun, friendly environment with people who care about providing a quality, personal and professional experience for their patients and peers. We offer a competitive wage and great benefits including health insurance, paid time off and more.

Our goal is to keep you safe. To see a video overview that explains our COVID safe practices:

<https://stpaulsmiles.com/2020/06/12/covid-19-policy-procedures/>

Please see our safety protocol:

<https://stpaulsmiles.com/patients/covid-19-precautions/>