



# Board of Dental Examiners of Alabama

2229 Rocky Ridge Road, Birmingham, AL 35216

205.985.7267

[www.dentalboard.org](http://www.dentalboard.org)

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## **ADHP- Coordinator**

(Starting Salary Range: \$45,000.00-\$50,000.00)

**Job Title:** ADHP- Coordinator (*NON-MERIT POSITION*)

**Board Name:** Board of Dental Examiners Alabama

**Applications accepted through:** *Until Position is Filled*

### **Job Description: ADHP-Coordinator**

The Board of Dental Examiners of Alabama is a semi-autonomous Board of the State of Alabama. The Board is comprised of seven members. Six members are licensed dentists, and one member is a licensed dental hygienist. The Board is responsible for the administration and enforcement of the laws and administrative regulations governing the practice of dentistry and dental hygiene in Alabama. The responsibilities of the Board include the examination, licensure, and registration of applicants whom it finds to be qualified to practice dentistry and dental hygiene; the presentation of the Alabama Dental Hygiene Program (“ADHP”), an accelerated certificate Program; efforts to ensure that all licensees are in compliance with the Dental Practice Act (Code of Alabama (1975) § 34-9-1, *et seq.*) and relevant portions of permanent administrative regulations; the authority to make, amend, and adopt reasonable rules and regulations governing the conduct of dentists, dental hygienists, and other dental auxiliaries; and the obligation to undertake, when appropriate, adjudicatory proceedings and disciplinary action against licensees.

The ADHP-Coordinator is a staff member reporting directly to the Executive Director and working with the ADHP-Educational Director (contract position) and ADHP-Senior Coordinator (staff) to administer the Alabama Dental Hygiene Program. The ADHP was established by the Board of Dental Examiners of Alabama (“Board”) and the Alabama Dental Association in the 1950’s as a pathway for dental assistants to receive additional training to transition into the role of a dental hygienist. The ADHP- Coordinator is a full-time employee of the Board and serves at their pleasure. This position is an “at-will” position.

### **Responsibilities:**

#### **ADHP (General)** (Applies to ADHP-Coordinator and Senior Coordinator):

- Processing and vetting applications for the Program and the ADHP-Instructor Course in conjunction with ADHP and Board staff
- Attendance at and management of Program class meetings
- Primary contact for assigned student base
- Presentation of information/materials to the Program, as needed
- Responsible for assigning, grading, and/or review of students’ homework, tests
- Responsible for maintaining assigned students’ grades and academic progress
- Assist with updating and/or preparation of tests required in the Program along with the ADHP staff

- Liaison between assigned students, ADHP staff, Board staff, and Program faculty
- Liaison between the Program, assigned students, and sponsoring dentists
- Assist with updating faculty presentations, as needed
- Manage/resolve concerns from or due to assigned students
- Initial data entry and additional data entry of student information into Board database

### **BOARD-RELATED (General)**

- Maintain an active Alabama Dental Hygiene license
- Handle conflict resolution through established chain-of-command (e.g., ADHP-Senior Coordinator, ADHP-Educational Director, Executive Director)
- Creation of and maintenance of ADHP student files and data-entry
- Assisting with processing ADHP and ADHP-Instructor Course applications, as well as licensure applications of ADHP graduates
- Attend/complete continuing education
- Interact with all board members
- Interact with members of the public, both in person and by phone to answer ADHP-related questions
- Adhere to all established policies and protocols of the Board
- Develop and maintain professional relationships with Board staff
- Assist Board staff, as needed (e.g., answering phone, filing)
- Other duties, as needed

### **Minimum Qualifications:**

- Active Alabama Dental Hygiene License and in good standing
- Minimum of 10 years clinical experience in dental hygiene
- Proficient in Microsoft Office Suite
- Proficient in database use and data entry

### **Preferred, but not required Qualifications:**

- Former graduate of the ADHP
- Dental-related teaching experience
- Experience with Canvas program

### **Oversight and Supervision:**

The ADHP-Coordinator reports directly to the Executive Director. The ADHP-Coordinator works directly with the ADHP-Educational Director and the ADHP-Senior Coordinator. The ADHP-Coordinator will also work with other staff, as well as contract employees, in the furtherance of Board-related matters.

**To Apply:**

Mail or email a copy of your resumé or CV, along with applicable documentation of certifications to:

W. Blake Strickland, Executive Director  
Board of Dental Examiners of Alabama  
2229 Rocky Ridge Road  
Birmingham, AL 35216

[blake@dentalboard.org](mailto:blake@dentalboard.org)

**Questions:**

Should you have any questions, comments, or concerns, regarding benefits or other topics, please contact Director Strickland at (205) 985-7267.