



COLM SMITH DENTAL UNLIMITED

COMPANY



#JOB-2463809



51 Market Street, Cootehill, Co. Cavan, H16

P446



No of positions : 1



Paid Position



40 hours per week



36000.00 Euro Annually



13/08/2026



10/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : Cootehill@colmsmithdental.ie



Open your camera
app & point here
to view this ad
online



Dental Treatment Coordinator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

The Implant and Oral Surgery Treatment Coordinator acts as the dedicated guide for patients facing complex, high-value surgical journeys. You will bridge the gap between clinical diagnoses—such as dental implants, bone grafting, and extractions—and the patient's emotional and scheduling needs. Your primary goal is to build deep trust, alleviate patient anxiety, and smoothly guide consultations into fully accepted and scheduled surgical treatments.

Key Responsibilities

Treatment Consultations: Present complex oral surgery and dental implant plans to patients after their clinical assessment.

Patient Education: Demystify surgical jargon, recovery timelines, and sedation options to alleviate fears and build confidence.

Journey Management: Follow up with patients systematically to support their decision-making process and track case acceptance in a CRM.

Clinical Liaison: Collaborate closely with Oral Surgeons and Implantologists to ensure administrative plans perfectly match clinical realities.

Phased Scheduling: Coordinate complex, multi-appointment timelines that align surgical healing phases with restorative dental phases.

Patient Experience: Support the Practice Manager on initiatives designed to make the surgical journey seamless and stress-free.

What We Are Looking For

Specialized Experience: 2+ years of patient-facing coordination or premium healthcare hospitality, ideally with a focus on implants or oral surgery.

Surgical Literacy: High comfort level discussing bone grafts, sinus lifts, implants, and sedation methods confidently (advanced training provided).

Empathy-Driven Mindset: A strong drive to achieve high case-acceptance rates while maintaining deep empathy and uncompromising patient care.

Tech Savviness: Proficiency with dental practice management software, digital imaging/scan workflows, and CRM tracking tools.

Communication Skills: Exceptional English communication skills to deliver compassionate, highly personalized patient care.

- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2

- **Minimum Qualification:**No Qualification

(Desirable)

- **Ability Skills:** Administration, Financial, Personal/Social Care

- **Competency Skills:** Flexibility, Working on own Initiative