

Oasis Dental Team Careers - Treatment Coordinator / Administrator

Treatment Coordinator / Administrator Careers

Oasis Dental Team is seeking a highly organized, proactive, and patient-focused Treatment Coordinator / Administrator to join our growing practice in Bala Cynwyd. This role is ideal for someone who can combine excellent communication, strong administrative skills, and confident treatment coordination to help patients move forward with care while supporting a smooth, efficient office environment.

We are looking for a team member who can build trust with patients, communicate clearly about treatment and financial arrangements, and help strengthen the systems that support practice growth. The right candidate is dependable, detail-oriented, professional, and committed to creating an outstanding patient experience.

Our Culture

At Oasis Dental Team, we believe that great systems and great culture work hand in hand. Our office is built on teamwork, accountability, positivity, and a shared commitment to helping patients feel comfortable, informed, and confident in their care.

We value team members who are solution-oriented, adaptable, and willing to take ownership of their role. Through regular communication, collaboration, and continued learning, we aim to maintain a healthy workplace where employees can grow while helping the practice succeed.

Role Overview

The Treatment Coordinator / Administrator serves as a key connection point between patients, providers, and the business side of the practice. This person helps guide patients through recommended treatment, scheduling, financial discussions, and office communication while supporting day-to-day administrative operations.

Responsibilities may include:

- Presenting treatment plans clearly and professionally
- Explaining fees, estimated patient portions, payment arrangements, and office financial policies
- Coordinating scheduling to support productive clinical days and efficient patient flow
- Following up with patients regarding unscheduled treatment and outstanding next steps
- Supporting front desk operations, communication, and administrative organization
- Helping patients feel comfortable asking questions and moving forward with treatment
- Maintaining accuracy in patient records, estimates, and communication notes

- Contributing to stronger office systems, team communication, and overall patient experience

Skills We Value

This position is well suited for someone who is confident in communication, comfortable discussing finances, and able to stay organized in a fast-paced dental setting. A strong candidate should be able to balance empathy with structure while helping patients understand the value of their treatment and the importance of completing care.

We especially value candidates who are proactive, polished, and motivated to help build a positive office culture. Experience in dental treatment coordination, scheduling, insurance understanding, and patient communication is highly preferred.

Growth and Opportunity

Oasis Dental Team is focused on long-term growth, advanced dentistry, and strong patient relationships. We are looking for team members who want to grow with the practice, support modern systems, and contribute to a high-performing office environment.

Compensation is competitive and based on experience, communication ability, and overall fit for the role. For the right person, this position offers the opportunity to become an important part of a growing, team-oriented dental practice.

Benefits

Benefits may include:

- Competitive wages
- Health insurance
- Dental insurance
- 401(k)
- Paid time off
- Ongoing training and professional development opportunities

Apply Today

If you are an organized, upbeat, and patient-centered dental professional who enjoys communication, coordination, and helping a practice grow, Oasis Dental Team would love to hear from you. Please email deep@oasisdentalteam.com with your résumé, a brief introduction, and one paragraph explaining why you would be a great fit for our practice.