



Dental Clinic Manager:

Job Description:

Manage and lead staff and day-to-day functions of Dental Clinic and Dental Assistants.

- Coordinate, facilitate and assist with continuing professional education, in-service training, and orientation.
- Perform periodic review of practice management functions and facilitate improvements.
- Assist with development and maintenance of quality assurance programs.
- Assist in development, periodic review and policy and procedure implementation.
- Assist Dental Director in long-range goal planning and new program development.
- Coordinate provider, clinical staff, and volunteer schedules.
- Enter, submit, and process dental billing.
- Assist Dental Director with grant budgets and maintain annual budget.
- Assist Grant Writer and Dental Director to identify and secure funding opportunities.
- Implement and maintain grants, other funding sources and oral health plan compliance and requirements.
- Process and disseminate program reports and records.
- Order clinical supplies and develop vendor relations.
- Ensures that dental department is clean, organized, and operational daily.
- Assists chair side and front office duties.
- Other duties and projects as assigned.

Qualifications:

- Minimum of 4 years work experience as Dental Assistant.
- Minimum of 2 years previous supervisory experience.
- Payable collections experience preferred.
- Must have ability to handle confidential information on a need-to-know basis as defined by CHCFD.
- Graduate of accredited Dental Assisting Program.
- Registered with State of IA as a Dental Assistant or obtain within 60-days of employment.
- Current dental radiography certification or obtain within six months of employment.
- Responsible for maintaining current BCLS and Mandatory Reporter certifications.