



JOB DESCRIPTION

Title: Dental Clinic Director

Reports to: Executive Vice President

Department: Dental and Wellness Clinic

FLSA Status: Exempt

GENERAL SUMMARY:

This is a leadership position that requires proficiency in management and who will further advance HEP's mission and values. The Dental Clinic Director is in charge of oversight of clinical practices within the dental clinic and oversees regulatory compliance, safety, and standards of care.

The Dental Clinic Director ensures fundamental systems and protocols are in place within the dental office, allowing the doctors and dental assistant to focus on dentistry. The Dental Clinic Director will also maintain the dental budget to achieve sustainability, assist in dental team development, and build positive relationships with the dentists, hygienists, and partners. The Dental Clinic Director will manage schedules to meet daily dentistry goals and assume a leadership role in motivating office team members and proactively seeking ways to improve the dental program. In addition, the Dental Clinic Director will update the dental team members on communication tools and focus on patient advocacy.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Coordinate and manage volunteer dentists, hygienists, and general dental staff
- Coordinate and manage volunteers and partners
- Track and record volunteer hours
- Develop clinical protocols to standardize care
- Oversee annual program budget
- Recruit, manage and train staff and volunteers
- Build positive relationships with community partners, volunteers, and suppliers
- Proactively seek ways to improve efficiency and effectiveness
- Ensure accurate and reliable data to evaluate the clinic's performance
- Monitor and review progress in meeting goals and objectives
- Prepares and submits monthly written reports on Dental and Wellness clinic issues, concerns, program status, initiatives, and progress to the Executive Vice President for submission to the CEO/President and the Board of Directors. Prepares specific reports as requested by community partnerships and grants
- Educates individuals in the nature of oral health related conditions and in the general promotion of oral health related disease prevention
- Travels when necessary to fulfill the organizations needs and attend meetings to represent the organization and/or the Dental and Wellness Clinic
- Participates in the preparation of grant applications for the organization and assumes primary responsibility for developing and implementing the organizations dental health care plan
- Responsible for departmental compliance with all applicable federal, state, and local rules, regulations, protocols and procedures governing the practice of dentistry and the clinical provision of dental care as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality.



- Manage bio-medical waste, HIPAA, and OSHA protocols for the dental program
- Trains all staff with bio-Medical waste and OSHA protocols annually
- Follow guidelines as stated under sovereign immunity for the Department of Health
- Attend weekly and monthly meeting as needed

EDUCATION, KNOWLEDG AND SKILLS:

- Strong interpersonal, leadership, management and relationship-building skills
- Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic and economic groups
- Superior written and verbal communication skills
- Proficient in Microsoft Office Suite with heavy emphasis on Excel and Power Point
- Familiarity with dental office procedures and terminology
- Proficient in Dentrrix and Dexis software system
- Easily adapt to change and must be comfortable working with individuals of varying backgrounds
- All HEP training required (provided)
- Minimum of five years' clinical experience preferred with an EFDA/CDA Certificate
- Dental Radiological Health and Safety Certificate
- Minimum of an A.A. degree from an accredited school

WORKING CONDITIONS:

- Sitting, standing, walking, bending, reaching, stooping and climbing is required
- Ability to lift up to 30 pounds with ease
- The physical environment requires the employee to work both inside and outside in heat, wet/humid, dry/arid conditions
- Walking and standing on uneven surfaces around campus
- Must have a valid, clean driving record in order to fulfill company travel requirements
- Must be able to successfully pass a background check, drug and alcohol screening

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.

HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.

Employee Signature

Date