

## LONG VALLEY HEALTH CENTER - JOB DESCRIPTION

### **JOB TITLE: Dental Clinic Manager**

SUPERVISOR: Executive Director

RESPONSIBLE TO: Executive Director

SALARY GRADE: Administrative Level 2 (AA2)

**GOAL:** To ensure the cost effective delivery of high quality dental services to residents of our service area in coordination with overall Health Center operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for overall operation of Dental services including supervision & evaluation of dental staff (excluding clinical evaluation of health care providers);
2. Assists in recruitment and hiring of Dental staff;
3. Advises Management Team on issues relative to dental services including, but not limited to, patient services, staffing, utilization, quality assurance, productivity and special clinic programs;
4. Participates in budget development;
5. Conducts dental department staff meetings;
6. Responsible in conjunction with Dentist for development and implementation of Dental Clinic Policies, Procedures and Protocols;
7. Reviews inservice training and requests for continued education for clinical staff;
8. Effectively utilizes best available skills, judgment, and knowledge to effectively obtain desired dental health outcome for patients;
9. Other job-related duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

1. Successful supervisory experience or demonstrated ability to manage an employee team in an office setting;
2. Demonstrated ability to do detailed work according to established formats and protocols;
3. Ability to communicate effectively and clearly (both written and oral communication)
4. Ability to manage multiple projects to conclusion.
5. Must be able to interact effectively with other employees in all levels of the organization as well as with the general public.
6. Ability to use common computer applications effectively and to learn new applications as needed.

(More)

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**PHYSICAL REQUIREMENTS:**

1. Must be able to lift up to 40 pounds.
2. Must be able to hear staff on the phone and those who are served in person, and speak clearly in order to communicate information to clients and staff.
3. Must have vision which is adequate to read written materials, computer screens, registration forms and other clinic documents.
4. Must have high manual dexterity.
5. Must be able to reach above the shoulder level to work; must be able to bend, squat, sit, stand, stoop, crouch, reach, kneel, twist, and turn.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually above average

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Employee Signature

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Date