



Position Description

Position Title: Clinical Supervisor - Dental

Department: Dental

Reports To: Director of Dental Operations

Status: Exempt

Summary

The supervisor is accountable for the daily operations of the dental support staff. The supervisor ensures that guidelines related to quality and accreditation are executed and monitors the day-to-day activities of the clinical support staff.

Duties & Responsibilities

- Supervise activities of the dental assistants and dental aides, assuring timely completion of performance reviews for all dental assistants and dental aides
- Develop and manage clinical staff schedules, ensuring sites are appropriately and adequately staffed at all times
- Provide orientation, onboarding, and ongoing training for dental assistants and dental aides, maintaining documentation of skills
- Manage dental assistant student training in the dental suite
- Provide chair-side dental assistance to meet the needs of the department and as a trainer
- Oversee inventory ordering and tracking
- Recommend personnel action, coach and counsel employees, and take action as needed.
- Maintain, update, and assure effectiveness of dental policies and procedure manuals related to dental assistant and aide roles.
- Assure clinical staff education and adherence to dental policies and procedures
- Manage patient prep/ Pre-Visit Planning including ongoing training and identifying patient care gaps including the facilitation of patient huddles
- Responsible for supporting and assuring infection control standards and compliance related to OSHA standards in the dental setting
- Ensure activities integrate with organizational requirements for quality management, health and safety, legal stipulations, and general duty of care.
- Support positive patient relations and satisfaction

- Promote the mission, vision and values of the organization in all interactions
- Report to work as scheduled
- Other duties as assigned

Qualifications

The individual must respect the confidentiality of patient information while performing job duties, and to establish and maintain effective working relationships with patients, employees and public. The candidate must provide own transportation. Intermediate math skills and legible handwriting are required. Spanish speaking skills are helpful but not required. The individual must possess the ability to focus on continuous quality improvement and have experience leading staff in working as a dental team grounded in service and collaboration.

Education and/or Experience

The individual must possess a high school diploma. A diploma in a Dental Assisting program or Dental Assisting experience is required. The candidate must be able to perform routine dental assistance procedures, deal effectively and reassuringly with patients, maintain required equipment in good working condition. This position requires a current CPR certification.

Communication Skills

The individual must possess effective communication skills and development of good working relationships with other employees. This includes gaining the trust and respect of other employees, contract clinicians and patients as well as maintaining the integrity of confidential patient and business information.

Computer Skills

The individual must possess the knowledge of word processing software and the ability to learn simple spreadsheet entry and patient management information system.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may require sitting or standing for long periods of time; also stooping, bending and stretching
- Occasionally lifting 25 pounds or more
- Requires manual dexterity sufficient to effectively manipulate dental instruments
- Possesses sight and hearing senses to function adequately so that the requirements of this position can be fully met.

Work Environment

The position is performed largely in a dental office. There could be exposure to chemicals used for cleaning and x-ray processing, and limited noise from equipment. Interaction with others is frequent and interruptive. Work may be stressful at times. Work hours are generally during normal business hours. Travel between sites is sometimes required.

As an organization committed to diversity and inclusion, Scenic Bluffs Community Health Centers provides equal employment opportunities to all employees and applicants for employment, encourages applications from historically underrepresented groups, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Acknowledgement

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date