



Opportunity for Dental Supervisor (RDA)

Are you looking for a rewarding position that not only offers great benefits but an opportunity to give back to the community? Come join the Parktree Community Health Center Team!

Parktree Community Health Center provides comprehensive and integrative medical, dental, and behavioral health services to the local community in the Pomona and Ontario areas.

Job Summary: The Dental Supervisor plays an integral part of supervising the dental care team in the provision of oral health services to the patients and families served by PCHC. Provides direct supervision to registered dental assistants, dental assistants, dental front desk and outreach staff at each health center. Maintains uniform standards for dental clinic operations. Responsible for ensuring that all sites are in compliance with federal, state, local and organizational requirements. Implements and promotes integration of dental services with the organization.

Essential Duties:

1. Oversees the day to day dental operations at the health centers and Virtual Dental Home sites including ensuring adequate staffing, lunch and breaks are taken in accordance with policy, personnel oversight (hiring, conducting performance appraisal and disciplining when appropriate), fosters collaborative relationships with the clinicians, and ensures smooth workflows for patients/staff.
2. Responsible for staff scheduling, time record maintenance and approval, and review of time off requests.
3. Provides education to clinical staff on workflows, policy and procedure changes, new equipment.
4. Ensures proper documentation is conducted by all clinical support staff in the electronic health and dental records in a timely manner.
5. Responsible for training of staff on Electronic Dental Record, Electronic Health Record, and Practice Management systems.
6. Collaborates with the Chief Operations Officer, Site Supervisors, Quality Manager, and Director of Risk Management and Compliance to ensure high standards of patient safety are implemented. Reports any untoward events or hazards, participates in quality team meetings, and motivates staff to achieve clinical quality benchmarks.
7. Promotes the practices of integration through warm handoffs to all departments (medical, dental, behavioral health, optometry, podiatry).
8. Collaborates with the Chief Dental Officer on the preparation of external audits, assists with facility review, chart review and personnel review. Implements corrective action plans as result of any findings.
9. Assists Chief Dental Officer with long term planning and outlook for the organization, cost analysis, and optimizing the practice. Responsible for vendor statement review and preparation of check requests.
10. Ensures all logs, and quality controls maintained. Ensures maintenance on all dental equipment.
11. Responsible for ordering requests of dental and office supplies necessary to implement high quality preventive care.
12. Assists Chief Dental Officer in duties, including, but not limited to the areas of: compliance, provider insurance privileging and credentialing, insurance contracts, front and back office policies and procedures.
13. Oversight of patient satisfaction surveys. Addressing patient concerns in conjunction with the Chief Dental Officer.
14. Serves as a Lead Registered Dental Assistant in clinic as assigned. (See Registered Dental Assistant Lead Job description.)
15. Other duties as assigned.

Job Qualifications and Skills:

1. AA degree preferred. High School Diploma or equivalent required.
2. Current unrestricted Registered Dental Assistant license in the State of California
3. Current BLS or CPR certificate
4. 2-3 years of experience in ambulatory care setting, FQHCs preferred.
5. Leadership/management experience required
6. Bilingual (English/Spanish) required
7. Treat all patients and colleagues with dignity and respect
8. Ability to work with diverse populations
9. Flexibility with schedule, including working Saturdays when needed
10. Strict attention to detail
11. Excellent customer service skills
12. Must have the ability to work independently
13. Ability to establish and maintain effective working relationships
14. Must demonstrate strong verbal and written communication skills
15. Must be able to problem solve effectively and possess good decision making skills

16. Proficiency with Microsoft Office products
17. Must be able to multi-task
18. Must possess unrestricted driver's license and auto insurance
19. Ability to communicate between organizational sites

Physical Requirements:

- Position requires standing majority of working hours during clinic assignments, bending and occasionally lifting and/or moving up to 25 pounds.
- Occupational exposure to blood borne pathogens is anticipated. Personal protective equipment will be provided to reduce or eliminate exposure to routine or limited infectious agents. Hepatitis B Vaccine series completion is required.
- Frequent use of hands and fingers to operate a keyboard, mouse and telephone.
- Specific vision abilities required by this job include, vision to drive, vision to walk, close vision, peripheral vision and ability to adjust focus.

Comprehensive Employee Benefits including:

- Comprehensive Medical/Dental/Vision benefits for Full-Time employees, Paid holidays, vacation, sick and personal time

Parktree Community Health Center (PCHC) is an equal opportunity employer. PCHC does not discriminate on the basis of race, color, creed, national origin, veteran's status, medical condition or disability, religion, ancestry, age, sex, marital status, or sexual orientation in accordance with all applicable requirements of Federal and State laws.

To apply please send your resume (in PDF or Word Format) to:

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