



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at aplahealth.org.

***APLA Health is currently seeking a Dental Director to join our Baldwin Hills team!
We offer great benefits, competitive pay, and great working environment!***

We offer:

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *10 Paid Holidays*
- *3 Personal Days*
- *20 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

This is a great opportunity to make a difference!

Dental Director (90016)

POSITION SUMMARY:

Under the direction of the Chief Executive Officer, provide overall management of the Dental Services program. In partnership with the Dental Clinic Office Manager, the Medical Director, Dental Services, also oversees the daily operation, management, budget, and revenue of the dental clinic and the mobile dental van.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide overall management of staff, budget and contract management and program development, implementation and evaluation.
- Deliver clinical services and mentor other dentists and staff in a high quality, high-volume, and high-profile clinical environment.
- Carry out the day-to-day functions of the clinic.
- Assume responsibility for ensuring that the clinic conforms to all applicable federal, state and local laws and regulations.
- Develop program indicators in conjunction with the Medical Director to assess the quality of work performed in the clinic.
- Establish, review and maintain dental policies and standards and review them annually.
- Review and approve all protocols used by the clinic.
- Establish and implement a system of peer review, pursuant to written procedures.
- Review credentials and delineate clinical privileges for all dentists providing service in the clinic
- Develop and maintain an evaluation process for the program and utilize the information in the development or restructuring of the program to address the needs of APLAHW clients and people with HIV, and for general oral health improvement for those living with HIV.
- Collaborate with the Government Affairs department to advocate on a local, state and federal level for access to dental treatment for all people with HIV.
- Network with community-based organizations to ensure maximum availability of resources.
- Ensure the timely submission of all service and data reports, and other documentation as required to funding sources and to APLAHW Administration
- Develop departmental budgets on a yearly basis in accordance with Finance policies and procedures. Manage departmental operations to meet financial goals
- Hire, train, and supervise personnel assigned to Dental Services.
- Respond to inquiries and grievances from clients, volunteers, and community members.
- Develop and maintain a quality assurance program as an active participant on APLAHW Quality Management Committee and ensure program quality procedures to include client record reviews as outlined in the State Protocols
- Participate in the Client Services Division Management Team meetings as an active and contributing member.
- Work with APLAHW staff to write grants.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

Significant experience as a licensed dentist with experience managing a dental practice; experience with HIV dentistry preferred; excellent communication, writing, and presentation skills; ability to thrive in an autonomous, rapidly changing environment; a minimum of three years supervising staff in a management capacity; managing a yearly budget in excess of \$1,000,000

Knowledge of:

Universal precautions, OSHA and Cal-OSHA regulations; HIV/AIDS and HIV/AIDS related issues and concerns; financial management and budgetary procedures; supervision and staff development; government and private grant sources; and effective communication techniques.

Ability to:

Effectively relate to diverse group of clients, staff, volunteers and community organizations. Manage staff and budgets; communicate courteously and professionally with diverse audiences, in person, on the phone, and in writing; use exceptional independent judgment and interpersonal skills with all levels of staff and general public; maintain confidentiality at all times; follow complex directions; work well under pressure; meet reasonable deadlines; effectively adjust to constantly shifting priorities on behalf of APLAHW and clients, convey complex information in simple terms understandable to the general public.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. Some weekend and weeknight hours required to attend special events and meetings.

SPECIAL REQUIREMENTS:

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

Equal Opportunity Employer: minority/female/disability/veteran.

To Apply:

Visit our website at www.aplahealth.org to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=47968&clientkey=A5559163F67395E0A2585D2135F98806>