



## Job Posting

**Title:** Dental Office Administrator

**Base Salary Range:** \$83,000 - \$87,000 plus benefits

**FTE:** Full-time, Exempt

**Our Mission:** The Mission of South Central Family Health Center is to improve the quality of life for the diverse community of inner-city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multicultural environment. To lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient, and culturally responsive services.

**General Summary:** Under the supervision of the Dental Director, the Dental Office Administrator is responsible for maintaining uniform standards for dental clinic operations, direct supervision of the dental front and back office staff for all dental clinic sites, patient flow, and ensuring that all sites are in compliance with federal, state, local, and organizational requirements.

- Maintain dental facilities, including equipment repairs, record logs for maintenance of clinic regulations pertinent to daily function of the dental clinic
- Supervision of Registered Dental Assistants, Dental Assistants, Dental Front Office Coordinator, and Dental Patient Service Representatives
- Review, implement, train, and enforce compliance with all federal, state, local, HIPAA standards and organizational regulations at all dental sites
- Train new staff on Nextgen Electronic Practice Management (EPM), Health Record (EHR), Dental Record (EDR), and ADP software
- Fulfill the responsibilities of the Registered Dental Assistant (RDA), as needed
- Demonstrates the skills, initiative, exertion, drive, productivity and continuous quality improvement objectives.
- Perform annual evaluations for all front/ back-office staff
- Create monthly work schedules for back/ front office staff at all sites, including management of vacation and sick time requests
- Train employees concerning HIPPA requirements, and maintains documentation of compliance with all HIPPA regulations
- Assist Dental Director with compliance, provider insurance privileging and credentialing, insurance contracts, front office policies and procedures

### Qualifications and Requirements:

- High School Diploma or equivalent required
- Registered Dental Assistant License
- Current BLS Certification
- Must be familiar with the Nextgen EDR, EPM, and EHR systems and be computer literate.
- Must be familiar with Access Dental and Liberty Dental online portal systems.
- Require knowledge of dental/office equipment, and dental/medical terminology.
- Completion of formal Dental Assistant program required
- Vocational training in Office Administration, preferred
- 5 years of office experience, preferably in a medical/dental clinic setting



### **Job Posting**

- Bilingual and Bi-literate Spanish/English required
- Must be able to communicate effectively, in English and Spanish, both verbally and written.
- Excellent written, oral and customer service skills with patients, visitors, and staff

**Top benefits or perks:** As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health care, dental, life insurance
- 403 (b) Retirement plan
- Education Reimbursement
- Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company

### **Contact/application information:**

To apply please visit South Central Family Health Center's website at:

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>