

Title: Dental Support Supervisor
Department: Dental
Supervisor: Clinic Administrator
Subordinates: Varies
FLSA Status: Non-exempt
Pay Grade: 110



Purpose of Job:

Improve the overall health of the communities we serve by managing patient care at assigned dental clinic as follows:

Essential Duties and Responsibilities:

- Provides direct supervision of dental support staff.
- Interviews and selects new candidates with Clinic Administrator.
- Responsible for training, orienting and mentoring of all dental support staff at designated clinic, as well as assessing and performing ongoing training, as needed.
- Coordinates and/or participates in staff in-service training, as directed.
- Ensures that dental support staff is meeting or exceeding quality goals and adhering to safety protocols.
- Builds and maintains schedules for dental staff.
- Orders dental supplies and maintains inventory records for the department.
- Assists with patient complaints and monitors patient communication system.
- Verifies that all dental equipment is consistently in good working order, and makes recommendations for equipment improvements.
- Periodically performs essential duties of a Dental Assistant.
- Provides support for dental department when Clinic Administrator is unavailable.
- Leads department meetings.
- Performs other duties assigned, including supporting the CHAS Health Mission and Core Values.

Qualifications:

Education/Experience: Completion of accredited dental assisting program or CHAS dental assistant training program required. Dental Assisting National Board (DANB) certification preferred. Two years dental assisting experience required. Supervisory experience in healthcare setting preferred. Previous experience in a community health care setting preferred. Valid driver's license and insurance required.

Washington clinics: Valid Dental Assistant Registration licensure in state of Washington required at time of hire.

Idaho clinics: Valid Dental Assistant Registration licensure in state of Washington required within 120 days of hire. Certificate of registration from Idaho Board of Dentistry required at time of hire.

Skills: Ability to effectively manage a diverse staff. Excellent interpersonal and organization skills required. Excellent written and verbal communication skills required. Dental terminology and accurate spelling ability required. Compassion for patients required. Knowledge in surgical and restorative dental assisting required. CPR/AED certification for a Health Care Provider required. Commitment to supporting a safe, respectful, equitable, and inclusive environment required.

Physical Demands:

Dental Support Supervisors are required to stand, sit, and be mobile one-third to two-thirds of the time. They are required to use hands to finger, handle or feel over two-thirds of the time, as well as reach with hands and arms. Climbing or balancing occurs less than one-third of the time; while stooping, kneeling or crouching occurs between one-third and two-thirds of the day. Communicating by talking / hearing occurs over two-thirds of the day. Amount of time spent lifting or exerting force is about 50% for up to 10 pounds and less than one-third of the time up to 25 pounds. Rarely is there a need to lift more than 26 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the above job description.

Employee Signature: _____ Date: _____

Print Name: _____