



Wellness is Traditional

JOB ANNOUNCEMENT

Position Title: Dental Back Office Supervisor
Department: Dental
Supervised By: Dental Office Manager
Location: Alpine/Campo
Status: Non-Exempt
Posted: September 8, 2017
Closing Date: Until Filled
Salary: \$21-\$26 Hourly DOE
Grant: N/A
Clinic Hours: Monday-Friday, 8:00AM-4:30PM; evenings and weekends may be required based on program need.

GENERAL STATEMENT OF DUTIES:

Responsible for back office dental operations. Supervises dental assistants.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Oversees all RDA general duties and makes assignments as needed.
2. Assists the providers with patient care
3. Monitors and maintains dental equipment, sterilizers and all other dental supplies
4. Maintains each clinic room with stocked supplies that are not outdated
5. Responsible for training back auxiliary staff.
6. Helps front desk when needed
7. Ensures staff are correctly documenting in the EDR and EHR
8. Orders all dental supplies through designated software system.
9. Informs Dental Office Manager of RDA staffing needs

Revision Date: 01.2017

_____/_____/_____
Initial Date

10. Orthodontic Coordinator

11. Create/schedule orthodontic patient appointments. Retrieve charts and review orthodontic treatment notes prior and after orthodontic treatment days. Write work orders for orthodontic radiographs through 3rd party company. Performs needed lab work and ordering of supplies.

12. AAAHC facilities coordinator. Facilitates all projects that are required to keep the facilities compliant with AAAHC.

13. Assists with Dental Quality Assurance

14. Infection control Coordinator:

Understands all California specific infection control guidelines and helps keep the clinic compliant. Manages monthly evaluation of sharps containers, emergency kits, medication waste, water use guidelines, biohazard waste, sterilization/spore testing, eye wash station, contaminated laundry, handwashing and other personal protective equipment compliance.

15. Other duties as assigned by dental director.

QUALIFICATIONS:

Education/Experience: Must be 18 years of age or older. A High School diploma or GED certificate is required; Current and valid RDA certification is required. A minimum of 2 years' experience working as a Registered Dental Assistant required. Demonstrates mastery with the requirements of the position. Experience with supervising dental staff. Word Processing and Windows experience required. Dental x-ray license required. Sealant certificate and orthodontic certificate highly preferred.

Licenses/Certifications: A valid California driver's license required with application submission and must be maintained throughout employment. Applicant must be insurable under SIHC vehicle insurance policy at the time of hire and throughout employment.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

Character: Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, pay attention to detail, follow instructions, including the ability to interact effectively and

communicate with people in a professional and courteous manner. Must be highly confidential and respect confidentiality to all limits of the governing laws and ethics. Applicant must be able to work as a team with other staff. Applicant should be sensitive to client's needs and knowledgeable about the local Indian community.

Other: Applicants should have thorough knowledge of the laws, rules, and regulations governing substance abuse treatment, patient records, and reporting procedures. Applicant must be versed in crisis intervention techniques and the cultural practices of Native Americans.

Applicants must successfully pass a tuberculin skin test or x-ray, and blood/urine screening test. Health must be adequate to perform all duties of the position. Applicants must complete an SIHC application and submit it to Human Resources. The position is located at the La Posta Site.

INDIAN PREFERENCE:

INDIAN PREFERENCE: In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, "Indian Health Care Improvement Act (IHCA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.
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