

Job Description

Position Title:	Dental Clinic Supervisor		Department:	Dental Clinic
FLSA Status:	Exempt		Supervisor:	
Salary Range:			Effective Date:	January 13, 2023
Approved By:	CEO		Revised:	

Position Summary

The Dental Clinic Supervisor over sees day to day operations including ensuring adequate staffing and promoting collaborative relationships at Mathiesen Memorial Health Clinic.

Essential Duties

- Practices excellent customer service, supports and provides guidance and direction to the dental clinic team
- Maintains clear and effective lines of communication with all members of the clinical care team
- Maintains staffing schedule to provider adequate coverage and support
- Monitors patient flow, access to services, and is aware of current demand
- Ensures that schedule is always booked
- Readily available during clinic hours to answer patient and staff questions about clinic flow, dental center process, and appointment scheduling.
- Maintain dental supplies, ordering, stocking expiration dates
- Maintains patient confidentiality
- Work with MMHC leadership on special projects and provides support as need

Additional Responsibilities

- Adheres to the Mathiesen’s Mission, Vision, and Values, Standards of Conduct, HIPAA and Infection Control principles/Universal Precautions
- Follows all established policies, guidelines and procedures, including federal and state regulations to assure safe practices and quality of care
- Excellent interpersonal skills
- Strong working knowledge of dental terminology, equipment and practices
- Participate in quality improvement activities, including OSHA and dental regulation

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- Performs other related duties as needed or requested by the MMHC leadership

Education, Skills and Qualifications

- High School Diploma or Equivalent (GED) required
- Past work history in dental clinic setting required
- Minimum of 2 years of supervisory experience preferred
- Strong interpersonal skills and ability to understand and follow written/verbal instructions
- Establishes priorities; organizes work and time to meet duties
- Recognizes and responds to priorities, accepts changes and new ideas. Has insight into problems and the ability to develop workable alternatives

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job

Working conditions

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.

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles, potential risk to airborne pathogens. The noise level in the work environment is usually moderate. Reasonable accommodations will be given to qualified

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disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Acknowledgement

I certify that I fully understand and am fully capable of meeting the responsibilities documented herein and will comply with all company policies, procedures, and standards.

Accepted by
(sign): _____

Print Name: _____

Date: _____

COO
Signature: _____

This job description is not intended to be all-inclusive.

Mathiesen Memorial Health Clinic retains the right to change or modify job duties at any time. The above job description is not all-encompassing. Needs and requirements may vary according to business needs or necessity