



JOB DESCRIPTION	
POSITION TITLE:	Dental Auxiliary Supervisor
POSITION SUMMARY:	An Administrative Supervisor that is designed to Support Dental Operations Manager by providing effective leadership, development, direction, and oversight of Dental Assistant and Dental Reception staff
REPORTS TO:	Dental Operations Manager
FLSA STATUS:	Exempt

PRIMARY RESPONSIBILITIES:

1. Provide work direction with clear responsibility for the coordination of resources to efficiently support day-to-day operations and the smooth flow of patients through the clinic
2. Supervise Dental Reception and Dental Assistant work group activities to provide a consistent patient experience
3. Provide yearly performance evaluations for both Dental Receptionist and Dental Assistant workgroups
4. Staff schedule coordination, to include fielding call-outs and solving coverage issues
5. Supply inventory management and routine supply ordering
6. Vendor coordination, to include supply vendors, garment vendors and repair/maintenance vendors
7. Dental quality assurance and quality improvement – monthly data management, chart audits on data reports and job specific audits for each work group.
8. Assist with policy/procedure development in the dental department
9. Implement and adhere to the policies of the organization, as well as those of funding sources and third party payers.
10. Attend all regular dental team meetings, dental operations meetings, performance management meetings, and any other related meetings as requested
11. Assist front desk staff as necessary in scheduling telephone, and patient flow management.
12. Review resumes, coordinate interview and verify references for auxiliary dental applicants
13. Maintain current CPR licensure
14. Travel between site locations
15. Other related duties as assigned by the Dental Operations Manager



REQUIRED SKILLS, EDUCATION & EXPERIENCE:

- Strong commitment to CHCFC Mission.
- Strong interpersonal and communication skills.
- Bachelor Degree preferred but not required. Relevant job experience considered.
- Demonstrated professional and ethical standards.
- Ability to work with a diverse population and sensitivity to low-income populations.
- Excellent interpersonal skills, communication and organizational skills

PHYSICAL DEMANDS:

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 disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use the hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. Must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORKING CONDITIONS:

While performing the required duties of this job, the employee is exposed to weather conditions prevalent when traveling between Health Center locations where medical care is provided. This position performs tasks that involve exposure to blood, body fluids or tissues.

This job description is subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the employee works. Performs other duties as assigned.

Employee: _____ Date: _____