



## **JOB DESCRIPTION**

**POSITION:** Dental Director

**REPORTS TO:** Executive Director

### **POSITION DESCRIPTION**

In its Dental Director, Dientes seeks a seasoned dental professional with management experience and supervisory skills that will further advance Dientes philosophy and achievements. The Dental Director is in charge of oversight of clinical practices, oversees regulatory compliance, safety and standards of care, and shall be responsible for the administrative practices relevant to the clinic in the absence of the Executive Director (i.e., the Operations Director shall be responsible for business administration in the absence of the Executive Director).

The Dental Director directly supervises the Dentists and Hygienists and provides clinical direction to the Dental Assistant Manager and clinical outreach staff.

### **DUTIES AND RESPONSIBILITIES:**

- Provide hands-on patient care as scheduled each week;
- Develop, maintain and implement formal clinic policies and procedures; guide dentists and professional staff to deliver consistent standards of care according policies and assuring clinical practices are above reproach and of the highest quality;
- Provide feedback in the interview process and orient and train new professional staff;
- Evaluate the professional staff to insure performance goals related to production, clinical quality and regulatory compliance are met;
- Participate in board and management meetings and annual planning processes to support Dientes objectives and implementation of the strategic plan;
- Collaborate with the Operations Director and other clinic management to ensure smooth operation of clinic and programs including staffing and patient visit ratios, scheduling, cost-benefit of programs; advise on facilities and equipment purchases and repairs;
- Chair the Dental Advisory Committee to enhance working relationships with the local dental community who provide Dientes with external oversight of clinic practices; conduct quality assurance reviews each quarter;
- Represent Dientes at community meetings and events, as requested;
- Manage other duties as assigned.

## **QUALIFICATIONS:**

- A team-player with demonstrated dedication to excellence. Personal integrity manifested in a positive and credible image;
- A management style that supports a collaborative environment and continuous improvement culture; experience leading teams and coaching employees toward successful outcomes;
- Excellent communication skills;
- Understanding of and commitment to not-for-profit services;
- A current CA dentistry license;
- 5 - 8 years of hands-on dentistry experience; up to date knowledge of regulations, methods, trends and equipment; professional dental association membership(s); adequate malpractice insurance;
- Successful upper level dental field management experience in a busy environment;  
Established comfort working with diverse cultures, backgrounds, lifestyles and experiences;
- Excellent chair-side manner;
- Clarity and accuracy of writing and verbal presentation and interpersonal communication skills;
- Detail oriented. Effective organizational skills. Meets timetables. Successful working in a fast paced situation and is self-directed with minimal supervision;
- Desire to expand knowledge from both a clinical and administrative perspective, including management and leadership skills;
- Working knowledge and comfort using Microsoft Office software;
- Bi-lingual (Spanish) is a plus.

Dientes is committed to providing culturally appropriate services. The ideal candidate will communicate effectively and respectfully with people from different racial, ethnic and cultural backgrounds and lifestyles and demonstrate a knowledge of, and sensitivity to, our patients' diverse needs.