



Open Position: **Clinic Manager**
Reports To: **Chief Dental Officer**

Our Organization:

Dientes is an award-winning, NHSC approved dental organization serving Santa Cruz County. Our mission is to create lasting oral health for the under-served children and adults of Santa Cruz County and neighboring communities. We are a non-profit organization that believes in providing top-notch, quality care for all patients regardless of income. We provide comprehensive dental services including specialty care, and serve over 10,000 children, adults and seniors with over 38,000 dental visits projected in FY 2018. Our philosophies value safety, quality, community, education and fun, all while striving to put our patients first.

The Position: We're looking for a highly skilled, experienced Clinic Manager to join our incredible team.

Requirements:

- 5+ years managing a dental office
- Expertise with dental practice management software; Dentrix preferred
- Working knowledge of Microsoft Office Suite
- Strong written and verbal communication skills
- Ability to work efficiently in a fast pace environment and meet deadlines
- A compassionate style of management and commitment to develop team involvement
- Bilingual preferred

Responsibilities:

- Oversee front office staff schedule to ensure maximum productivity
- Supervise and evaluate approximately 15 staff members
- Ensure adherence to OSHPD, OSHA, HIPAA, ADA, and DHS regulations
- Manage patient issues, including dismissals
- Participate in Management and Production Meetings
- Train staff in the implementation and interpretation of Dientes policies and procedures

Our Location: Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year.

Its unique shops and restaurants coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, and biking, offer a wealth of leisure activities. Higher education includes Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour's drive away. These elements of high quality living make Santa Cruz County one of California's most desirable living areas and, as such, the cost of housing is high.

The Pay: DOE. As a non-profit organization, we know we can't always compete with the salaries offered by private practice or national corporations, although our pay is competitive, so we make it up in other ways!

- **Great Benefits:** We offer 4 health insurance options, two of which we pay 100% of employee's premiums, 50% paid for dependents. We provide the best of the best dental services (provided onsite!) for employee and 50% paid for dependents.
- **Generous PTO:** We also provide 11 paid holidays, 15 days paid time off in first year and increasing to 18 paid days off in year two.
- **Retirement:** Dientes offers a generous benefits package including up to 3% match toward 403b plan.
- **Education Allowance:** Our Dentists receive a reimbursement of up to \$1200 per Fiscal Year. We also provide two paid days off for education purposes after your first year of employment, and three days after your third year.
- **Work/Life Balance:** At Dientes, we work hard and we play hard! It is extremely rare that you will see a day over 8 hours, and we encourage you daily to go out and enjoy the CA sun!

Why Should You Apply? Here's what our current employees say:

- "My co-workers at Dientes are like a second family to me. I feel supported by my team and go home every day feeling good about the work I've done."
- "Dientes patients are like no other! Every day, multiple times a day, I am thanked by patients, and their gratitude goes a long way."
- "The best thing about working for Dientes for me is the fact that we have the best technology, even as a non-profit. A lot of people wouldn't expect our facilities to be so

clean and modern. It feels good to offer this high level of care to our underserved patients- they deserve it.”

- “I’m a Dentist, and never before in my career have I been offered such a generous benefits plan, including PTO, sick time, and vacation. Paired with the meaningful work I do each day, I know that I’m in the right place.”

Dientes is an equal opportunity employer.