

Job Title: Dental Supervisor

Company: Knox County Community Health Center

Location: Mount Vernon and Danville, Ohio

About Us: Knox County Community Health Center is a leading dental practice dedicated to providing exceptional care to our patients. With a team of skilled professionals and state-of-the-art facilities, we aim to deliver high-quality dental services in a comfortable and welcoming environment. As we continue to grow, we are seeking a dynamic and experienced Dental Supervisor to join our team.

Job Description: We are looking for a full-time (40 hours/week) dedicated Dental Supervisor to oversee the daily operations of our dental practice. The Dental Supervisor will be responsible for managing the clinical and administrative staff, ensuring the efficient flow of operations, and maintaining high standards of patient care. This role requires strong leadership skills, excellent communication abilities, and a thorough understanding of dental procedures and protocols.

Responsibilities:

- Supervise and coordinate the activities of clinical staff
- Train, mentor, and evaluate team members to ensure high performance and productivity
- Develop and implement policies and procedures to optimize workflow and enhance patient experience
- Oversee scheduling and appointment booking to maximize efficiency and minimize wait times
- Oversee the staff maintaining inventory of supplies and equipment, and coordinate maintenance as needed
- Ensure compliance with regulatory requirements and standards of practice
- Handle patient inquiries, complaints, and concerns in a professional and timely manner
- Collaborate with dentists and other healthcare professionals to provide comprehensive patient care
- Stay updated on industry trends, advancements, and best practices to continuously improve services

Qualifications:

- Bachelor's degree in Dental Hygiene, Healthcare Administration, or related field (preferred)
- Certified Dental Assistant (CDA) or Registered Dental Hygienist (RDH) license

- Proven experience in a supervisory or leadership role within a dental practice
- Strong knowledge of dental terminology, procedures, and protocols
- Excellent communication, interpersonal, and organizational skills
- Ability to multitask, prioritize tasks, and problem-solve effectively
- Proficiency in dental practice management software (e.g., eClinical Works)
- Commitment to providing compassionate care and exceptional customer service

Benefits:

- Public Service Loan Forgiveness (PSLF)
- Bureau of Health workers loan repayment program
- Competitive salary commensurate with experience
- Health insurance, dental benefits, and retirement savings plan
- Paid time off and holidays
- Opportunities for professional development and continuing education
- Positive and collaborative work environment

This position is full-time (40 hours/week) with normal hours M – F 8am – 4:30pm. (Hours may vary) based on need. If you are a motivated leader with a passion for dentistry and a desire to make a difference in the lives of patients, we encourage you to apply for the Dental Supervisor position at the Knox County Community Health Center. Join our team and help us uphold our commitment to excellence in dental care. Apply today!

THIS IS NOT A REMOTE OR WORK FROM HOME POSITION

To apply, please submit your resume and cover letter to resume@knoxhealth.com. We look forward to hearing from you!