

**EL CENTRO FAMILY HEALTH
JOB POSTING**

DATE: February 13, 2017
TITLE: Dental Clinic Manager
CLASS: Salary/Exempt
FTE: Full-time Equivalent-40 per week
SITE: Española Dental Clinic
SUPERVISOR: Regional Administrator

PURPOSE: The Dental Clinic Manager is responsible for managing all operational aspects within the operations of the clinic to ensure that all administrative tasks are completed in an accurate and timely manner. Coordinates effective clerical and clinical support to keep the clinics operating efficiently.

MINIMUM QUALIFICATIONS:

Education: High school diploma or GED equivalent

Experience: Two (2) years experience managing a health care or business office
One (1) year of which must have been in a supervisory capacity.

OR

Education: AA or AS degree in Business, Finance, or Nursing, or other closely related field.

Experience: Degree can be used in lieu of Experience year for year.

Knowledge, Skills and Abilities:

- 1) Requires ability to listen and evaluate component parts of communications, in order to reach accurate and objective conclusions.
- 2) Requires attention to detail, ability to relate data elements, and ability to evaluate discrepancies in data and documents using defined sources of information.
- 3) Requires ability to understand and evaluate theoretical concepts and translate them into clear directions and courses of action.
- 4) Requires ability to explain procedures and processes, both orally and in written form.
- 5) Communication must be correct, clear, and understandable.
- 6) Requires ability to perform duties and responsibilities with dignity, calm, accuracy, and confidentiality in all contacts with patients, staff, and other health professionals.
- 7) Requires knowledge about dental office flow and billing procedures.
- 8) Knowledge and Fluent skill of Microsoft Office Excel and Word applications, internet explorer usage, and Outlook.
- 9) Ability to communicate and ability to work with staff around problems affecting provider scheduling, patient flow, and patient/public interaction.
- 10) Ability to drive to outlying locations.
- 11) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

Interested individuals must submit a resume with cover letter and updated ECFH employment application to Human Resources at hr@ecfh.org or ECFH Box 158, Espanola NM 87532.

EOE/M/F/D/V/Drug-Free Workplace.

DEADLINE: Open until filled