

# **Piedmont Regional Dental Clinic Position Description**

## **Title: Dental Practice Manager**

The Dental Practice Manager is a full-time exempt position responsible for startup of a new dental safety net clinic, managing non-clinical functions of the dental program and providing administrative oversight of dental services. Reports to the President of the PRDC Board of Directors. Responsibilities include:

### **General Operations**

- Recruiting, training and managing employees and volunteers.
- Supervising administrative staff.
- Managing systems for conducting patient intake, pre-screening, triaging, treatment prioritizing, scheduling, releasing of patient dental records as requested and outside referrals.
- Administering the operations of the dental software program and associated subprograms (i.e. patient charting, radiography, billing)
- Maintaining inventory of dental equipment and supplies and coordinating equipment cleaning, sanitation, maintenance, repairs and inspections.
- Providing outstanding customer service to the patient community with the goal to achieve no patient complaints.
- Developing and sustaining relationships with PRDC dentists and the dental community throughout the region and Commonwealth.
- Improving and implement external marketing plan including all external communications and publicity.
- Administering internal marketing procedures, including referral gifts, new patient thank you cards, long term letters, post operative phone calls, etc.
- Ensuring compliance with OSHA other applicable local, state and federal regulations.
- Ensuring the proper organization and filing of all corporate documents and records of the Association, and the timely submission of reports and fees to government agencies, funding sources, etc.
- Developing and implementing, in conjunction with the Board of Directors, program procedures outlining in detail the responsibilities, operational features and objectives of the dental health program.
- Coordinating oral hygiene education to all dental clinic patients in cooperation with staff dentist, hygienist and volunteer dentist, hygienist.

### **Financial Operations**

- Preparing an annual budget for the Board of Directors, in conjunction with the Treasurer. Conduct accounting, bookkeeping, payroll and other financial management functions,

while maintaining internal controls. Produce financial statements and coordinate an annual independent audit.

- Ensuring Clinic achieves monthly cash flow goals and adheres to cash control policies to safeguard Clinic assets.
- Maintaining accounts receivable and payable for the Dental Program.
- Updating values of dental clinic services and ensure that service values are entered into the agency's service value database.
- Overseeing financial administrative functions in an accurate and timely matter: Daily balancing; Daily Deposit; Weekly submission of invoices; Petty cash management; Payroll timekeeping; Human Resource paperwork; Manage temporary and float staff;

Qualifications: (Please address in your resume or cover letter)

- Experience managing a dental clinic highly desirable.
- Knowledge of general principles and practices of general dentistry and oral hygiene education a plus.
- Computer literacy: experience with Dentrix Enterprise or other dental practice management software a plus. Experience with Microsoft Excel and Microsoft Project also highly desirable.
- Ability to work in a fast, multi-tasked environment.
- Ability to work in a collaborative manner with the Board of Directors, staff and volunteers in a team approach.
- Strong interpersonal and managerial communications skills.
- High level of resourcefulness and internet research skills.
- Excellent attention to detail, organization, and follow through skills.

Compensation: Base salary commensurate with experience within a pay range of \$60,000 to \$80,000. PRDC offers a comprehensive benefit package.

Please submit your resume and two professional references online at [www.vaprdc.org](http://www.vaprdc.org) or mail to the address below:

Piedmont Regional Dental Clinic  
Attn: André Hintermann  
PO Box 151  
Orange, VA 22960

PRDC is an equal opportunity employer.