



Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America
UP with God. IN through Community. OUT for the World.

Position Title Classification	Dental Clinic Manager (Mission Outpost) Non-Exempt, Part-Time 32 hrs/wk (<i>may increase to Full-Time</i>)
Team	Missions
POP Values	<p>Faith: We value growing in our relationship with God</p> <p>Christ Centered Community: We value relationships in which we grow together to celebrate one another's joys and bear one another's burdens</p> <p>Service: We value providing for the needs of others in Jesus' name</p>
Core Purpose	Manages and directs the daily operations of the Mission Outpost Dental Clinic as it relates to the care of dental patients, recruiting volunteers, recordkeeping, receipts, safety, supplies, patient education, and communication with patients.
Essential Functions	<ul style="list-style-type: none"> • Provide leadership in developing and maintaining standard of care according to dental regulations. • Oversee all dental clinic documentation (<i>including but not limited to: liability insurance licenses, volunteer records, dental forms, and charts</i>) to ensure the dental clinic meets all regulatory requirements. • Develop and maintain dental procedures. • Schedule patients based on volunteer availability. • Recruit, schedule, and train volunteers in sterilization and clinical care. • Provide support and advisement of clinical protocol, CDC recommendations, and OSHA regulations. • Supervise and assist volunteers while they provide treatment. • Prepare operatory and sterilization areas before and after treatment. • Provide chair side assisting and direct patient care when needed. • Maintain inventory and equipment. • Develop relationships with outside organizations to provide recruiting, marketing, and donation opportunities. • Perform general cleaning duties in the clinic and waiting room. • Perform onsite laundry duties for clinic jackets and towels. • Coordinate and attend outreach events. • Manage the front desk and other administrative duties.
Competencies Required	<ul style="list-style-type: none"> • Strong recruiting skills • Excellent communication skills • Knowledge of CDC and OSHA regulations • Willingness to research new techniques and regulations to stay current • A heart for service and willingness to advocate for the underserved • High level of interpersonal skills to handle sensitive and confidential situations and documentation

Physical Demands	<ul style="list-style-type: none"> • Ability to lift 25lbs • Ability to climb a stepladder • Ability to bend down, sit, and stand often • Ability to work in and around a confined space • Ability to assist both left and right-handed dentists
Work Environment	<ul style="list-style-type: none"> • While performing duties, the manager regularly works inside the dental clinic and operatory rooms during the evening hours, which is cool in the winter and warm in the summer. • Staff and volunteers routinely attend outreach events, in which standing, bending, lifting and carrying are required. • This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets, ultrasonic cleaner, dental hand pieces, automatic hand piece maintenance unit, statim and autoclave steam sterilizers, dental x-ray units with digital sensors, and cavitrons.
Travel	<ul style="list-style-type: none"> • A minimum of four outreach events a year, local travel • Possible infrequent mission dental trips, international travel
Education and Experience Required	<ul style="list-style-type: none"> • Associate's degree from an accredited college • Two years of experience in chair side dental assisting or hygiene - OR - Dental/Medical office management experience
Education and Experience Preferred	<ul style="list-style-type: none"> • Four years or more of experience in chair side dental assisting or hygiene • Registered dental hygienist or certified and registered dental assistant, with current Minnesota licensure • Experience in a public health dental clinic • Previous volunteer work in a public health or mission clinic for the underserved • Spanish speaking skills • Proficiency in using Eaglesoft dental software • Experience using digital x-ray • Experience assisting with placement of composite fillings • Experience assisting with extractions • Proficiency in Microsoft Office Suite
Additional Eligibility Requirements	CPR certification – <i>will train if needed</i>
Supervisory Responsibility	This position directly supervises dental clinic volunteers

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.