



SHINGLE SPRINGS BAND OF MIWOK INDIANS
SHINGLE SPRINGS RANCHERIA
(VERONA TRACT), CALIFORNIA
5168 HONPIE ROAD, PLACERVILLE, CA
P.O. BOX 1340, SHINGLE SPRINGS, CA 95682
(530) 698-1404 OFFICE, (530) 676-8033 FAX

Position Description: Dental Office Manager

Duty Station: Shingle Springs Health and Wellness Center

Reports to: Clinic Manager

FLSA Classification: Exempt

Rate of pay: DOE

POSITION SUMMARY:

Under general supervision this position has responsibility for providing administrative support to the Dental Director through the organization and coordination of office operations. Additionally, this position will be required to provide chair side assistance to dentists and para-professional dental care to patients as required. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Dental Office Manager is a dual role position responsible for assisting the Dental Director with the administrative responsibilities of the Dental Office, as well as, performing duties of a Registered Dental Assistant as required. This position serves at the pleasure of the Executive Director of Health Services and is considered to be an at-will appointment.

This classification differs from the Registered Dental Assistant classification series in that the latter is solely responsible for providing para-professional dental care to clinic and mobile dental program patients.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Supervises receptionist staff including evaluating, disciplining, training, etc.
2. Assists in the establishment of office procedures and policies.



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3. Ensures that correct coding is used to designate the diagnoses and procedures performed.
4. Monitors patient scheduling to ensure effectiveness.
5. Assists dentists in the development of new patient consultations and examinations.
6. Monitors and tracks all unaccepted treatment plans and follows-up with patients in a timely manner.
7. Provides patient education materials.
8. Maintains and monitors contracts with managed care organizations.
9. Assists dentists by preparing and arranging dental instruments, equipment, and medication; prepares local anesthetic syringes for the dentist.
10. Prepares patients for treatment and examination; cleans and sterilizes instruments; performs post-operative cleanup.
11. Takes and processes dental x-rays.
12. Schedules appointments and maintains dental records of patients.
13. Performs related duties as assigned.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge of:

1. Office management and organizational methods.
2. Proper format for business correspondence and forms.
3. Filing systems including indexing and cross-reference methods.
4. Dental assistant procedures; principles and methods of sterilization; and proper care and use of dental instruments equipment, and materials.



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5. **Dental hygiene.**
6. **Correct measurement, temperature, set-up time and proper application of materials used to make facial and dental impressions.**
7. **Medical and dental terms and prescription abbreviations needed to interpret patients' charts and dentists' instructions.**

Skill and Ability to:

1. **Train subordinate clerical employees in departmental processes and procedures.**
2. **Review completed staff work of a subordinate clerical employee.**
3. **Compute arithmetical problems.**
4. **Take and process dental x-rays; learn basic operating room procedures necessary in oral surgery;
comprehend and follow oral and written directions; ability to analyze situations accurately and
adopt an effective course of action.**
5. **Recognize common dental problems and establish treatment priorities.**
6. **Communicate effectively orally and in writing.**
7. **Maintain a variety of office records and special forms used in dental treatment.**
8. **Type accurately at a speed of 50 words per minute.**
9. **Establish and maintain effective working relationships with patients, professional, medical, administrative and clerical support staff, as well as representatives from other Tribal departments and community resources groups.**

EXAMPLES OF EDUCATION/EXPERIENCE/TRAINING

The knowledge and skills listed above may be acquired through various types of education, training and experience. A typical way to acquire the required knowledge and skills is listed below:

Education



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High School diploma or equivalent and graduation from an accredited Dental Assistant Program.

Experience

Two years of dental assistant experience and two years of experience performing dental office administrative duties.

License/Certificate

Possession of a valid certificate of examination for Registered Dental Assistant issued by the California State Board of Dental examiners.

Possession of a valid certificate of examination for Coronal Polishing issued by the California State Board of Dental Examiners may be required.

Possession of a valid certificate of examination for Radiation Safety issued by the California State Board of Dental Examiners.

Possession of a valid certificate of examination for Cardio Pulmonary Resuscitation (CPR).

A valid typing certificate issued within the last year by an accredited school or agency indicating the ability to type fifty (50) net words per minute.

Possession of a valid California Class "C" Drivers License.

DESIRED

Bilingual - Spanish Speaking

I acknowledge that I have received a copy, read, and understand this job description.

I also understand and agree that the information contained in this job description does not constitute an employment contract between Shingle Springs Band of Miwok Indians and me, and that either I or Shingle Springs Band of Miwok Indians may terminate our employment relationship at any time, with or without cause.

Employee Signature: _____ Date: _____

Employee Name (Print): _____