



Neighborhood Health – Dental Office Supervisor
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Dental Office Supervisor to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Dental Office Supervisor, you will:

- ✓ Manage the day-to-day operations of the dental front office and back office support staff.
- ✓ Coordinate the work assignments and schedules of the Dental Assistant, Dental front desk, and Dental Sterilization staff.
- ✓ Conduct periodic audits to ensure staff are performing duties in accordance with NH policies / procedures.
- ✓ Address patient concerns and complaints.
- ✓ Manage, monitor, and support the internal and external activities necessary to maintain optimal functioning of dental instruments, equipment, technology, and facilities.

Requirements:

- High School diploma or GED. Associates / Bachelors degree in related field preferred or advanced training as a dental assistant or hygienist.

Education Requirements:

- Minimum of three years of work experience in a dental office. One year of supervisory responsibility preferred. Experience with dental practice systems preferred. Additional appropriate education may be substituted for one of work experience.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department by email to: hrdept@nhci.org. You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at hrdept@nhci.org