



## TOIYABE INDIAN HEALTH PROJECT OFFICIAL POSITION DESCRIPTION

### DENTAL OFFICE MANAGER

<i>Program:</i>	<b>Dental</b>	<i>Salary:</i>	<b>\$59,813 – 80,562</b>
<i>Supervisor:</i>	<b>Chief Operations Officer (COO)</b>	<i>Salary Range:</i>	<b>14</b>
<i>FLSA Status:</i>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<i>Position Type:</i>	<b>Regular Full-Time</b>
TIHP Board Approved: 2/04/2022			

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### POSITION DESCRIPTION

Coordination of dental programs of the Toiyabe Indian Health Project to include administration of Bishop Dental and coordination of administrative issues at satellite dental clinics.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Authorizing time sheets for processing with appropriate paperwork to be completed by the Dental Director.
- Responsible for notifying Dental providers of newsletter deadlines for submittal of articles;
- Responsible for assembling all lists of needed dental supplies and checking the supply inventory to be completed in accordance with Toiyabe fiscal department policy.
- Responsible for verifying shipping orders, disposition of supplies and ensuring paperwork is in order for payment.
- Responsible for coordination of the orthodontic program and patient screening,
- May attend meetings as the Dental representative such as Quality Assurance, Department Supervisors meeting Dental Department staff and general staff meetings. Responsible for follow-up on items requiring attention.
- Will assist the Dental Director preparing meeting agendas.
- Coordinates with the Dental Director for Head SM and pre-school community activities.
- Compiles computer statistical data for monthly dental reports and ensures timely submittal to Administration.
- Assists in general supervision of dental employees, new dental activities and new employee & training.
- Responsible for oxygen and N2O refills as necessary.
- Will act as patient records clerk for dental:
  - a. overseeing all patient files are pulled and stored in the timely manner.
  - b. reviewing charts for accuracy and completeness.

- c. enforcing policies on patient files.
- Provide dental assisting backup.
  - a. acting as emergency short-term dental assistant.
  - b. hiring temporary backup dental assistant for longer periods or special function dental assisting.
- Other job-related duties as assigned

**REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- High School diploma or equivalent.
- Knowledge and experience in a dental office.
- Ability to work cooperatively in a team spirit and inter-departmentally. .
- Ability to maintain confidentiality and have a professional attitude.
- Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
- Cardiopulmonary resuscitation (CPR) certified or obtain within three months of hire.

**PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- Bi-Lingual/Spanish Speaking

**ALL TIHP EMPLOYEES ARE EXPECTED TO:**

- Provide the highest possible level of service to clients.
- Promote teamwork and cooperative effort among employees.
- Abide by all immunization and infection control policies.
- Maintain safe practices.
- Abide by the current and future TIHP Policies and Procedures, as they may from time to time be updated.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other

appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 25 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

## **EMPLOYMENT INFORMATION**

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Toiyabe Indian Health Project, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**EQUAL OPPORTUNITY EMPLOYER:** TIHP does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** TIHP is committed to maintaining a drug free and alcohol free workplace. TIHP believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of TIHP.

**HIPAA Health Insurance Portability and Accountability:** This act was enacted to deal with these main areas with regard to patient information. Uses and Disclosures for Treatment, Payment, and Health Care Operations (45 CFR 164.506) are also covered under this act. HIPAA

- Security of Private Health Information
- Standards of Electronic Transactions
- Privacy of individually identifiable health information
- Ready access to treatment and efficient payment for health care, both of which require use and disclosure of protected health information, are essential to the effective operation of the health care system. In addition, certain health care operations—such as administrative, financial, legal, and quality improvement activities—conducted by or for health care providers and health plans, are essential to support treatment and payment.

**DRIVING RECORD:** Employees must have a valid Driver License and be insurable under THIP's vehicle insurance program.

**BACKGROUND CHECKS:** All employees must be able to pass a background check per Toiyabe's Background Check Policy.

*Toiyabe Indian Health Project is an At-Will Employer. Either the employee or TIHP can terminate the employment at will, without advance notice, at any time, with or without cause.*

## **EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT**

I have received a copy of this approved position description. The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Board of Directors reserves the right to revise this job description at any time and to require employees to perform other tasks

as circumstances or conditions of its business, competitive considerations, or work environment change. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This acknowledgment will be placed in the employee's personnel file and copy given to employee.*