



Clinical (Dental) Director

Join a team making a difference! Oral Health Partnership (OHP) is a nonprofit children's dental program that provides preventative, diagnostic, and restorative dental services to uninsured and underinsured children ages 0-19. We provide care at our dental clinics, in schools, and at hospitals in Green Bay and surrounding areas.

Job Description

The Oral Health Partnership (OHP) is seeking a Clinical Director. The Clinical Director supports clinic operations through coordination of key day-to-day clinical functions. This is a full-time position. Clinical direction will be the primary duty of this position with clinical duties assigned as needed. The goal of this position is to provide support to clinic staff to assure high quality patient care, efficient clinical operations, and compliance with patient care standards. All steps will be taken to keep applications confidential. Preferred application due date: December 10, 2021.

Title: Clinical Director

Reports to: Executive Director

Department/Location: OHP's Main Street administrative offices and clinics

Classification: Full-Time

Compensation/Benefits: \$70,000 - \$90,000 Competitive salary and benefits based on experience.

Required Education: Bachelor's Degree in a related field.

Ideal Qualifications:

- 5 or more years of clinical practice
- Extensive clinical service delivery to patients
- Clinical dentistry/dental experience
- Demonstrated team/office leadership/coordination experience
- Excellent skills in organizing and managing detailed office procedures
- Excellent verbal and written communication skills
- Skilled in staff motivation, conflict resolution and team facilitation
- Skilled in Microsoft – i.e. Word and Excel



Additional Desired Skills/Qualifications:

- Nonprofit experience
- Bilingual/Spanish speaking
- Licensed in administering dental anesthetics
- Past experience in administering/documenting grant compliance
- Competence in public/group presentations

Key Responsibilities:

- Monitoring day-to-day performance and compliance of clinical team. Directly oversees dental assistants, dental hygienists, and dentists.
- Monitoring of daily clinic operations
- Schedules clinical team
- Works with the clinical team, assistant, and other admin to procure all needed equipment
- Oversees maintenance and replacement of clinical equipment
- Occasionally assists with data collection for grant requirements
- With oversight from the Executive Director, and with input from the team, writes and monitors applicable clinic policies, procedures, and standards
- Participates in the hiring and training of all new clinic staff
- Serves as the daily liaison to OHP dentists
- Monitors quality control standards and risk management protocols
- Coordinates annual OSHA/HIPAA training and maintains standards
- Coordinates bi-annual CPR training
- Maintains clinical staffing- interviews and hiring as needed
- Reviews timecards and inform staff of necessary changes- bi-weekly
- Monitors and approves time off requests
- Contact point for clinical team call-ins - adjusts schedule as needed day of
- Helps monitor clinic patient schedule
- Performance Reviews for all clinical staff - determines raises for clinical staff
- Performs monthly chart audits



- Assists with grant writing/grant requests and data reporting (i.e. write SAS grant and set up data entry program annually)
- Fill in clinic/outreach as needed
- Assists in addressing parent/patient issues as needed
- Address disciplinary issues/interpersonal employee conflicts in conjunction with HR/OHP leadership
- Other duties as assigned in relation to OHP clinical operations
- Committees and Meetings:
 - Periodic Strategy and Planning leadership meeting
 - Weekly one on one with Executive Director
 - Quarterly Clinical Support Committee
 - Quarterly Organizational and Development Committee
 - Monthly Board meetings
 - Monthly Staff meetings
 - Periodic School-Based meetings

Please apply at [Indeed.com](https://www.indeed.com), or email resume to Michael Schwartz at michael@bcohp.org.