

TRI-COUNTY HEALTH NETWORK



Position: Dental Practice Supervisor
Supervisor: Community Programs Manager
Status: Non-exempt, Full-Time

JOB SUMMARY:

Under the general direction of the Community Programs Manager, the Dental Practice Supervisor will be the lead in managing Tri-County Health Network's (TCHNetwork) mobile Dental program that includes Skippy, Cavity Free at 3, and community Medicaid clinics. The Supervisor will be responsible for providing dental hygiene services in nontraditional settings, managing all program operations, overseeing the clinical team, scheduling regional clinics, developing relationships with stakeholders, cultivating champions; promoting the program, conducting needs assessments and satisfaction surveys; staying current on innovative dental practices, billing dental claims, OSHA compliance, and expanding program locations across the region.

DUTIES AND RESPONSIBILITIES:

May include the following, and other duties as assigned.

1. Provide high quality clinical hygiene services in untraditional settings
2. Maintain program operations manual to ensure best practices are in place, the program is operating efficiency, and quality care is provided
3. Work with schools, childcare centers and community partners to identify locations and schedule dental clinics throughout the year
4. Develop, manage, and foster relationships with schools, grantors, partner clinics, software vendors, community dentists, elder care providers, and parents. Identify and cultivate program "champions"
5. Ensure all equipment and software remain calibrated and in working condition, and that proper licensing is maintained, as applicable
6. Manage supply ordering and inventory to ensure sufficient supplies throughout the year and that limited surplus remains on-hand
7. Develop and supervise implementation of marketing plan and conduct outreach to ensure program is reaching target populations
8. Lead the completion of grant deliverables and reporting requirements
9. Oversees clinical workforce that includes recruitment, credentialing, and adding new contractors to relevant insurance contracts
10. Coordinate ongoing clinic schedules to maximize program operations across region
11. Ensures appropriate documentation and maintenance of dental records
12. Become the billing expert to ensure reimbursement is maximized
13. Troubleshoot technological challenges with our tele-connected team
14. Chair quarterly Dental Subcommittee meetings and host biannual Community Registered Dental Hygienist (RDH) meeting
15. Collaborate with lead dentist to launch community clinics across the region.
16. Understand and ensure compliance with Occupational Safety and Health Administration (OSHA) regulations, American Dental Association (ADA) and other oversight agency regulations in all

clinical and non-clinical settings, as applicable

17. Research new and emerging evidence-based and promising practice in virtual and mobile dental care. Make recommendations to TCHNetwork leadership on new practices
18. Identify new funding sources, different lines of business, and assist in grant writing to ensure program sustainability
19. Enhance use of social media, distance learning, and webinars to raise awareness of programs and educate the public and to coordinate regional activities
20. Work collaboratively with grant cohort members to help the adoption of the virtual dental home model across Colorado
21. Assist in the development of program evaluation activities and quality improvement efforts
22. Any other duties as required to ensure TCHNetwork Dental is successful

EDUCATIONAL AND EXPERIENCE REQUIRED:

- a. Licensed by the State of Colorado as a Registered Dental Hygienist
- b. Current Interim Therapeutic Restoration (ITR) certification by the State of Colorado or within 6 months of employment
- c. Malpractice insurance from a licensed carrier
- d. Minimum 2 years' experience as a Dental Hygienist in a dental office setting
- e. Must be proficient in MS Word & MS Excel and have aptitude for computers and working with various software/electronic dental records

PREFERRED QUALIFICATIONS:

- a. Knowledge and experience working in/with schools, clinicians, public health, &/or parents
- b. Proven success in marketing and/or outreach
- c. Previous non-profit and/or volunteer experience
- d. Experience working with indigent populations
- e. Previous practice management experience
- f. Experience with health equity, social determinants of health and/or social justice

REQUIRED SKILLS:

- a. Knowledge of Federal, State, and institutional regulations and guidelines for the provision of dental outpatient services.
- b. Ability to independently assess the nature and extent of dental, periodontic, and associated conditions and pathology in dental outpatients.
- c. Knowledge of patient screening, charting, and medical history procedures and documentation.
- d. Ability to communicate technical information to non-technical personnel.
- e. Ability to perform a full range of established dental hygienist protocol and procedures
- f. Ability to analyze medical records and prescribed protocol to formulate effective therapeutic treatment plans.

- g. Ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines.
- h. Articulate, succinct, accurate and culturally competent in both written and spoken communication
- i. Ability to effectively present information and respond to questions from groups of government officials, stakeholders, executives, clients, families, and the general public
- j. Ability to quickly establish trust, gain rapport, and work effectively
- k. Demonstrated ability to relate to individuals and families of varied ethnic, cultural backgrounds, ages, and economic circumstances.
- l. Ability to maintain a high level of confidentiality of client information
- m. Advanced time management abilities
- n. Strong work ethic, self-motivated, and collaborative style
- o. Change agent demeanor; must be a flexible thinker, with an ability to quickly adapt to a changing environment
- p. Ability to exercise forethought, to look ahead and anticipate needs
- q. Excellent critical thinking and consultative problem-solving skills

OTHER:

Must be able and willing to transport mobile dental equipment across region and lift up to 60 pounds. Requires regional travel (San Miguel, Ouray, Montrose, Delta counties) and occasional trips to Denver. Must have reliable transportation and comfortable traveling in inclement weather. Valid driver's license and car insurance required. Ability to work a flexible schedule including evenings and weekends, as applicable. Relocation assistance not available.