

Position: Dental Services Director

Position Summary

The Dental Services Director (DSD) Provides oversight of the dental department, administrative supervision of dental staff, community outreach. The DSD will work closely and collaboratively with the Dental Medical Director. The delivery of quality service and positive interaction with our customers is critical to the completion of all the tasks within this job description, thus the employee is responsible for establishing and maintaining interpersonal relationships with patients, visitors, and HMS employees in a courteous, respectful and professional manner. Guidelines include all HMS policies and procedures.

Position Accountabilities

1. Provide Dental Director leadership in service line operations.
2. Supervise and oversee Dental student education, other health sciences center students and residents in patient care and community health, in collaboration with the Dental Medical Director.
3. Administer all aspects of HMS dental services with community agencies and other provider groups in developing integrated service delivery system within areas served by HMS.
4. Participates in forming linkages with Dental Training Programs and referral specialty Dentists.
5. Supervise and work with Dental support staff.
6. Prepare formal Dental Department Policies and Procedures for Chief Executive Officer (CEO) and Board review and approval, in collaboration with Dental Medical Director.
7. Assure Dental services quality by performing chart reviews and participating in accreditation, quality improvement, and related processes, in collaboration with Dental Medical Director.
8. Prepare, in collaboration with CEO and Chief Financial Officer (CFO), draft budget and maintain operations within budget.
9. Perform community health outreach.
10. Attend, as requested, and contribute to weekly CEO, monthly Quality Improvement (QI), and senior leadership meetings.
11. Handle patient complaints as per HMS policy and procedures.
12. Participate in dental interviews for new hires. Help coordinate new hire orientations. Coordinate with HMS staff for new hires getting access to eClinicalWorks (ECW), Paychex, and the facilities.
13. Approve time sheets.
14. Organize monthly all dental staff meetings.
15. The position of DSD requires compliance with Hidalgo Medical Services written standards, including its Compliance Program and Standards of Conduct and policies and procedures. Such compliance will be an element considered as part of the DSD's regular performance evaluation.
16. Failure to comply with Hidalgo Medical Services Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Hidalgo Medical Services Written Standards, will be

met by the enforcement of disciplinary action, up to and including possible termination of employment, in accordance with Hidalgo Medical Services Compliance Program Policy and Procedure.

Minimum Qualifications

Master's Degree in Business Administration or Public Health Required

A Minimum of One Year Healthcare Experience Required

REQUIRED SKILLS

Current BLS or equivalent certification or must obtain BLS or equivalent certification within 90 days of employment

To Apply

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or dropped off or mailed to:

1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045

For more information call 575-247-6036