



### **Dental Clinic Assistant Manager**

The Santa Barbara Neighborhood Clinics is a non-profit organization that treats mostly underserved and uninsured patients at our three medical clinics and dental clinic. We have an immediate opening at our Eastside Dental Clinic for an enthusiastic person who can multi-task in a fast-paced setting and provide outstanding customer service. We would prefer a Registered Dental Assistant, but will consider candidates who have an x-ray license and back office experience. Bilingual (Spanish and English) skills required.

The Assistant Dental Clinic Manager is responsible, with the Dental Clinic Manager, for the supervision of all staff members, including volunteers, and assists in the administration of the clinic, involving billing activities as well as facility oversight.

#### **Duties and Responsibilities:**

1. Assists the Dental Clinic Manager in supervision of all support staff and volunteers working in the clinic to:
  - Ensure smooth patient flow.
  - Process employee timesheets and submit them to Accounting.
2. Ensures that the administrative functions of the clinic run smoothly and efficiently:
  - Confirms that all clinic equipment is properly maintained and cleaned.
  - Keeps clinic supplies adequately stocked.
  - Ensures that all appropriate reports (i.e. CHDP, Immunization) are submitted on a timely basis.
  - Assists in implementation of procedures as agreed upon by the Quality Assurance Committee.

#### **Qualifications:**

**Education:** High school diploma or GED equivalent. Registered Dental Assistant preferred.

**Experience:** Previous experience in a dental clinic required, preferably in a non-profit setting. Supervisory or lead worker experience preferred.

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