**SEEKING A FUTURE DENTIST TO SERVE AS INTERN AT PSCC!**

Do you want to make a difference in the health of your community and in the lives of the people you serve? Would you like a hands-on opportunity to prepare for a career in dentistry? Puget Sound Christian Clinic has an outstanding opportunity for someone like you. We are seeking an Administrative Dental Manager to ensure the delivery of quality dental services to PSCC patients by performing administrative and supervisory duties for volunteer staff.

**MAJOR RESPONSIBILITIES:**

**Administrative:**

* Coordinate a referral system for patients in need of care beyond our core services.
* Participate in development of policies and procedures for dental related items.
* Work with Clinical Manager to ensure WISHA compliance.
* Participate in ongoing assessment and evaluation of program management.
* Analyze, summarize and review patient demographic database to determine future dental needs. Make recommendations accordingly.
* Schedule clinic days and oversee patient scheduling.
* Maintain patient records/charts.

The Administrative Dental Manager has the authority to recruit and oversee volunteers to perform these functions and to provide oversight of volunteers responsible for these tasks.

**Patient Care:**

* Assist Dentists and Hygienists as necessary to fill in gaps in the volunteer schedule.
* Answer questions about Christianity and pray with patients, as appropriate.

**Public Relations:**

* Make and maintain relationships within the dental community.
* Participate in fund raising activities.

**SECONDARY RESPONSIBILITIES:**

The Administrative Dental Manager will assist and/or fill in for the Clinical Dental Manager as needed. Responsibilities will include the following:

* Recruiting and training volunteer dental personnel in clinic policies and procedures.
* Recruiting and training dental assistants.
* Evaluating adequacy of dental supplies, instruments, and equipment and ordering or otherwise procuring needed supplies, instruments, and equipment.
* Monitoring dental system performance to ensure proper operation and identify possibly maintenance issues/problem areas.

**In carrying out these duties, the Dental Manager will, at all times:**

* Perform job responsibilities in accordance with PSCC’s Statement of Faith;
* Comply with federal and state regulations;
* Implement board policy decisions and carry out board directives with volunteers;
* Ensure adherence to the mission of PSCC; and
* Keep Executive Director apprised of critical issues.

**Knowledge and Skills:**

* Dental experience preferred.
* Excellent communication skills.
* Proficiency with Microsoft Office.
* Ability to maintain up-to-date immunizations required.
* Ability to obtain and maintain valid HIV/AIDS training and CPR/First Aid training required.

Qualified applicants are invited to submit a cover letter and resume to employment@pschristianclinic.org.