

Metropolitan Family Health Network, an active Federally Qualified Health Center (FQHC) located in the heart of the Jersey City community, is looking for a dynamic, competent, experienced professional to manage and lead its four-chair dental department.

The Dental Manager provides oversight of the Metropolitan Family Health Network (MFHN) program and collaborates effectively with other MFHN managers on a broad range of initiatives including strategic planning, regulatory compliance, and public health program implementation. The Dental Manager will also collaborate with MFHN departments to ensure smooth functioning in areas of human resources, customer service, and health information technology. The Dental Manager will report to the Nursing Supervisor with oversight and input from the Dental Director.

Duties connected with this position include, but are not limited to:

- Organizing, planning, and overseeing dental assistants
- Overseeing the development, refinement, and growth of a clinical program and/or service
- Managing data and software applications in the center's integrated electronic health record system (eClinicalWorks), including patient schedules for multiple providers.
- Regulatory compliance including Joint Commission, New Jersey Department of Health, and U.S. Department of Health & Human Services.
- Assisting in marketing dental program and services including community outreach.
- Ensuring exemplary program and/or service performance in the areas of patient access, staff productivity, and revenue cycle functions.
- Supervising and evaluating the performance of staff in coordination with the Dental Director.
- Keeping supplies in stock for optimum performance of the dental center and working with vendors.
- Coordinating training, education, and orientation of program staff.
- Conducting staff meetings and morning huddles to discuss new or modified procedures within department and within MFHN.
- Preparing reports related to collections, reimbursements and all departmental activities and production.
- Coordinating and integrating dental services with MFHN's medical departments (including Internal Medicine, Pediatrics and OB/Gyn).
- Planning and implementing outreach events and services that include working with the public schools.

Qualifications include:

Associates Degree or higher in health education or administration  
Experience as a dental assistant or dental clinic practice manager.  
Knowledge of or certified as a sterilization processing technician.