

## **Position: Dental Services Director**



### **POSITION SUMMARY**

The Dental Services Director (DSD) provides oversight of the dental department, administrative supervision of dental staff, and community outreach. The DSD will work closely and collaboratively with the Dental Medical Director and Chief Quality Officer (CQO). 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 and CQO.
3. Administer all aspects of HMS dental services with community agencies and other provider groups in developing an 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 providers and support staff in collaboration with the Dental Medical Director and CQO.
6. Prepare formal Dental Department Policies and Procedures for Chief Executive Officer (CEO) and Board review and approval, in collaboration with Dental Medical Director and CQO.
7. Ensure Dental services quality by performing chart reviews and participating in accreditation, quality improvement, and related processes in collaboration with the Dental Medical Director and CQO.
8. Prepare, in collaboration with the CQO, CEO, and Chief Financial Officer (CFO), a 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), Microix, and the facilities.
13. Approve time sheets.
14. Organize and lead 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.

### **Patient Centered Medical Home**

1. Prepares for, attends, and participates in team meetings and huddles(s).
2. Collaborates in developing team priorities and enhancing integrated care services.
3. Establishes, maintains, and improves processes and systems to ensure dental care is personalized, coordinated, comprehensive, and convenient for patients.

### **MINIMUM QUALIFICATIONS**

1. Master's Degree from an accredited university
2. A Minimum of one year of experience in healthcare
3. Must be able to use a personal vehicle over the course of employment
4. Maintain a valid NM Driver's License
5. Maintain valid and sufficient personal automobile insurance
6. Language requirement: English

### **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](mailto: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