



Assistant Dental Office Manager

General Function:

The Assistant Dental Office Manager will assist the Dental Office Manager in managing the day-to-day administrative activities of the organization's dental clinics as they relate to the dental office functions which include but are not limited to: front office services such as confirming patient appointments, data entry, financial planning for dental patients, overseeing and ensuring the repair and maintenance of dental office equipment and other related functions. These functions are to be performed in accordance with the overall NHA philosophy, policies, procedures and standards.

This position will provide analytical analysis and will assist with the creation of written guidelines, policies and procedures in accordance with all organizational, local, state, federal and industry standards.

Qualifications:

- Associates degree in business, dental office management, medical office management, dental assisting, or equivalent education and work experience with a minimum of one (1) year experience providing administrative support services in a dental office.
- Must be currently certified in CPR as to be prepared for a potential emergency
- Valid Ohio or Michigan driver's license and auto insurance with an acceptable driving record. Reliable transportation and willingness to travel to all the organization's administrative and dental clinic sites.

Skills and Experience:

- Ability to communicate effectively orally, in writing, face-to-face, and over the phone and professionally with people from diverse backgrounds and at all levels of the organizations.
- Possesses the personal maturity and emotional intelligence to be able to manage working under demanding and challenging circumstances.
- Displays a pleasant and respectful manner when dealing with clients and staff.
- Exhibits patience, understanding and consideration for others.
- Able to work independently toward predetermined outcomes or as a member of a group.
- Willingness to perform services of benefit and help to others.
- Must be sensitive to cultural, religious and ethnic diversity.
- Experience in working with medically indigent preferred.
- A strong working knowledge of medical; specifically dental terminology
- Proficient user of medical and/or dental office practice management software program(s).
- Intermediate knowledge of general computer functions (Microsoft Windows, Word, Excel, and Outlook).
- Typing skills of 40-50 accurate wpm

- Strong ethics and a high level of personal and professional integrity
- Ability to maintain patient confidentiality

Job Type: Full-time

Salary: \$32,000 - \$35,000/year