



Position Description

Position Title Dental Assistant Supervisor

Career Level/Grade M1

Position Overview

The Dental Assistant Supervisor provides leadership, coordination, and clinical support to the Family Dental Clinic team. In addition to performing standard dental assistant duties, this position oversees the daily activities of the dental assistant staff and ensures smooth clinical operations. The Supervisor ensures high-quality patient care and supports the training and development of dental assistants and dental students. Working under the direction of the Dental Services Manager and in collaboration with the Lead Dentist, the Supervisor upholds safety and compliance standards and contributes to continuous improvement in dental services and patient experience.

Supervision and Fiscal Responsibilities

Provided direct oversight and day-to-day management of a team, ensuring effective workflow, teamwork, and coverage across the clinic.

Establish tasks for the team and receives guidance and oversight from manager.

Supervises a team of dental assistants responsible for clinical and administrative operations.

Examples of Duties

- Supervise direct reports including, interacting daily to exchange or present factual information, equitably assign work to team members, establish and maintain work schedules to facilitate coverage, evaluate quality of work and performance, provide feedback, and coordinate hiring and onboarding.
- Monitor customer service provided by staff, assure high quality assistance is provided to dentist and patients, and provide recommendations to the Dental Services Manager.
- Provide guidance and support to staff in resolving operational or procedural challenges, escalating issues when needed.
- Provide training and monitor all continuing education requirements for Dental Assistants.
- Work collaboratively with other Health District departments and leadership to coordinate program and administrative support.
- Provide a full range of dental assisting direct services, performing high quality and efficient chair-side assistance to dentists in all operative and surgical procedures as needed, including but not limited to, performing lab procedures, taking X-rays, preparing and dismissing clients, provide oral hygiene instructions, sedative fillings, impressions for dentures, and other related activities.
- Maintain a clean, orderly, and safe clinical environment, including inventory management, sterilization, and equipment maintenance.
- Assist in patient scheduling, and perform charting in the computer based-practice management chart system (i.e., Dentrix).
- Ensure OSHA compliance, comply with infection control procedures in the dental clinic, know how to use Safety Data System procedures, and perform SDS duties as needed.
- Review and monitor Family Dental Clinic policies, procedures, and internal processes, and recommend changes as needed to improve services provided by partner organizations.
- Assist Dental Services Manager with yearly budget requirements for Dental Clinic supplies and equipment.

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- Manage specific data components for reporting.
- Perform additional duties that support clinic efficiency and service quality.
- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, direct reports, and supervisors.

Qualifications

- Bachelor's Degree in a related field OR an equivalent combination of education, certification, and experience. 1-3 years of relevant dental or supervisory experience preferred.
- Current certification or eligibility as a Colorado Dental Assistant required.
- Possesses CPR and Basic Life Support certification
- Holds a Colorado Dental Board-approved radiography certification
- Expertise in hazard identification, risk assessment, and adherence to OSHA standards in dental settings

Knowledge, Skills, & Abilities

- Knowledge and principles, methods, and techniques of dental procedures.
- Knowledge of all equipment used in a dental clinic, including routine care and maintenance.
- Knowledge of proper patient management as it pertains to clinical areas.
- Detail oriented, excellent organizational skills, with a commitment to high-level accuracy.
- Excellent computer skills with the ability to learn new software.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.
- Ability to work on issues of limited scope.
- Demonstrated ability to lead, train, and motivate a team.
- Ability to perform community outreach.
- Ability to balance multiple demands, work both cooperatively within a team and independently.
- Ability to maintain patient confidentiality and adhere to all HIPAA privacy and security guidelines.
- Commitment to contributing to an inclusive, respectful, and equitable working and learning environment.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultures, beliefs, customs, socioeconomic statuses, abilities, genders, gender identities, and sexualities.
- Ability to work with and be sensitive to the needs of those with physical and mental health conditions.
- Written and oral fluency in English and Spanish language is desired.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Employee is frequently required to stand and sit for long periods, walk, kneel, crouch, use fine motor skills, reach with hands and arms, feel, talk, and hear. Must have close visual acuity to view a computer monitor.

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- Must have the ability to listen to and understand information and ideas presented through spoken words.
- Employee is occasionally exposed to blood or other body fluids, fumes, or airborne particles and toxic or caustic chemicals.
- Must have above average fine motor skills and dexterity while handling and gripping instruments.
- Must be able to keep the hand and arm steady while moving or while in one position.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Must have the ability to drive and work at offsite locations in a clinical setting.
- Must have the ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Must have close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.

Infection Prevention

Must comply with infection prevention policies for this position. Requirements include providing documentation of MMR, Varicella, Tdap and Hep B (Hep B is optional but strongly recommended) immunizations and compliance with tuberculosis training, screening, and testing on hire.

Equal Opportunity Employer

The Health District is committed to creating an equitable and inclusive workplace and proudly serves as an Equal Opportunity Employer. We welcome applicants from all backgrounds and ensure that all qualified candidates receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.

We believe that diverse backgrounds and perspectives strengthen our organization, so we consider a combination of experiences to meet minimum qualifications. Experience may include related knowledge, skills, abilities, education, work, and lived/living experience. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.