



BOYLE McCAULEY HEALTH CENTRE
10628 96 ST NW
EDMONTON AB T5G 2K8
780 422 7333

Job Title:	Team Lead, Dental Clinic
Reports to:	Director of Operations
Position Type:	1.0 FTE Permanent
Hours:	Daytime hours, Monday-Friday

About Boyle McCauley Health Centre

Boyle McCauley Health Centre provides interdisciplinary, team based, integrated, comprehensive, and person-centered primary health care for vulnerable Edmontonians with complex needs. Through primary care and health promotion, The Boyle McCauley Health Centre improves the quality of life and well-being of populations and individuals who face multiple barriers to accessing health services. The BMHC achieves this by providing the highest standard of evidence-informed and client focused inter-professional care. We collaborate with our clients to address the broad determinants of health.

About BMHC Dental Clinic

BMHC's Dental Clinic is a unique clinical practice that prioritizes dental care accessibility for individuals who may not otherwise be able to access, or afford, dental care. BMHC offers dental care on a sliding fee schedule based on an individual or family's income, and also prioritizes inclusive, non-judgmental, trauma-informed care. The Dental Clinic provides restorative and preventative care, and features associate staff dentists as well as a partnership with University of Alberta dentistry and dental hygiene students.

Job Description

The Dental Team Lead is responsible for day-to-day operations of the dental clinic. Supported by the clinic team, the lead BMHC dentist, and the Director of Operations, the Team Lead shall oversee all aspects of dental care provided at BMHC dental, including:

- Implementation of best-practice clinical operating standards for dental and dental hygiene practice
- Financial accountability of clinic operations, including fee-collection, accounts receivable, third-party billings, and compassionate care provision

- Compliance to all relevant Alberta practice standards, including ADA&C standards and infection prevention & control guidelines
- Scheduling of patients, staff, students, and volunteers to optimize dental practice space and resources
- Mentorship and supervision of the BMHC dental team
- Management of facilities, equipment, and supplies used by the dental clinic
- Chairside assistance, as required to support clinic flow (as a secondary role)

Qualifications

- Our ideal candidate will be a **Registered Dental Assistant**, but individuals with significant experience in dental office administration will be strongly considered
- Mandatory vulnerable sector check and suitable criminal record check

Skills and Competencies

- Able to balance numerous demands and conflicting priorities, strong problem-solving skills
- Prior experience with Dentrix an asset, as well as Office 365 software suite
- Be able to work both co-operatively within a multidisciplinary team, and also independently in a self-directed and accountable manner
- Ability to demonstrate patience and understanding for those with addictions and behavioral disorders
- Excellent written and verbal communication skills
- Has a good understanding of trauma-informed care, and must be able to operate within a harm reduction model of care
- Knowledge and experience working with diverse and marginalized populations

Salary: a competitive compensation package commensurate to experience will be provided

Please submit resume with cover letter to:

careers@bmhc.net