



POSITION: Dental Director

ABOUT US

Clinic by the Bay (www.clinicbythebay.org) is a free, volunteer-powered health care clinic in San Francisco. Located in the Excelsior neighborhood (close to MUNI and BART), the clinic is based on the successful national model, Volunteers in Medicine (www.volunteersinmedicine.org), which engages retired and practicing doctors, dentists, nurses and non-medical volunteers to provide compassionate care, free-of-charge, to the working uninsured. Our mission is to understand and serve, with dignity and respect, the health and wellness needs of the medically underserved in the San Francisco Bay Area.

JOB SUMMARY

Clinic By the Bay has an exciting opportunity for a dentist to help us develop and implement a dental program for Clinic By the Bay. We will be re-locating to a larger space (still in the Excelsior District) in the next year or so that will enable us to offer free dental services for our patient population of the working poor.

We need a dynamic, committed dentist to help us design the dental clinic and provide at least part-time supervision of the dental program/hygienists. As our primary concern is locating the right person, you will have significant input as to the initial set up and operations of the dental clinic. We are flexible in terms of FTE/time commitment and schedule—within reason and to still provide benefit to our patient community. The Dental Director provides clinical leadership, oversight, quality assurance, and support to all volunteer dental providers.

REPORTS TO: Executive Director

LOCATION: San Francisco, Excelsior District (close to MUNI and BART)

DUTIES AND RESPONSIBILITIES

- Guide the overall concept and direction of dental clinic programs in collaboration with the Executive Director, Dental Assistant, and team members.
- Work closely with Executive Director, Dental Assistant, Board, and Staff to develop and implement dental clinic services and protocols, secure partnerships and equipment, and more.
- Recruits and supervises volunteer providers (dentists, hygienists) to deliver quality dental care.
- Ensure that all dental staff and volunteers are properly screened, credentialed, oriented and supervised.
- Serve as lead contact with dental specialists and specialty services.
- Serve as spokesperson for Clinic By the Bay on all dental matters. Conduct presentations, host tours, and attend community functions with the Executive Director and Board members as needed.
- Ensure that all state, federal, local, OSHA, CLIA, and other regulatory guidelines are adhered to and that staff is trained in all proper procedures.
- Promote, establish and maintain open and effective communication with all team members to improve relations, solve problems, and access resources.
- Provide dental/clinical duties of direct patient care, when appropriate.

QUALIFICATIONS

- DDS or DMD Degree – Minimum 3 years experience as a practicing dentist.
- Demonstrated leadership experience.
- Genuine passion in caring for the underserved; commitment to the mission and values of Volunteers in Medicine and Clinic by the Bay.
- Highly developed interpersonal skills and ability to effectively work with paid staff and volunteers.
- Ability to supervise and coach other providers and work cooperatively with paid staff and volunteers.
- Computer skills and familiarity with EHR systems.
- Bilingual Spanish or Chinese preferred.

TO APPLY:

Send your resume, along with a thoughtful cover letter to: executivedirector@clinicbythebay.org