



Native American Rehabilitation Association

Over 250 employees providing culturally responsive services in nine locations
1776 S. W. Madison Street, Portland, OR | 503-224-1044

NARA's Hiring: Dental Clinic Manager

People who have worked for you have recognized your compassionate management style. You love being part of a team bringing smiles to the underserved. Join the team to provide oversight and operational management of the dental program. Your work will include ensuring that all dental services are delivered in full compliance with standards, ethics and license requirements of the dental profession.

To apply: Send cover letter, resume, salary requirements, and how you learned about this job opening to jobs@naranorthwest.org or fax 503-224-4494.

See full job description (below) plus information on sobriety requirement, NARA's mission, equal-opportunity employment, background on NARA, and links to local Native community and beyond.

Essential Duties

- Provide operational leadership of clinic: (1) Plan, prioritize and assign work activities and projects to meet clinic goals and objectives and (2) Manage and evaluate workflows, policies and procedures.
- Recruit, hire, train, coach, mentor, assess, develop, and motivate clinic staff through various office duties to ensure cross-training.
- Collect, compile, and analyze information and data to make sound decisions based on research and analysis.
- Oversee daily operations of clinic and mobile programs. Ensure revenue-capture and optimize billing function.
- Manage clinic productivity to ensure financial targets are achieved including managing dental inventory and office supplies.
- Oversee and maintain safe environment for employees, patients and visitors.
- Ensure that all emergency equipment is properly maintained, perform safety operations as required.
- Work with senior management to develop, implement, and monitor effective programs.
- Represent NARA at committees, meetings as assigned.
- Provide monthly/ timely reports for grants, Dental Director, Health Director, and/or other management as needed.
- Coordinate with other Tribal programs and Northwest Portland Area Indian Health Board (NPAIHB) on Tribal/Indian Health Service (IHS) initiatives.

- Work with Dental Director in overall administrative management and operations of dental clinic.
- Work with Health Director as directed by supervisor.
- Perform other assigned duties to fulfill NARA's mission.

Qualifications

- Three to five years of dental office-management experience
- Supervisory experience or completion of management training-program
- Knowledge of Procedures Terminology (CPT) and 10th version of International Statistical Classification of Diseases and Related Health Problems (ICD-10)
- Thorough knowledge of principles, practices, and procedures of assigned area of responsibilities and ability to develop, evaluate, recommend and administer process improvements
- Effective oral and written communication skills with ability to negotiate for agreement while balancing diverse points of view among various groups and ability to interact with physicians, patients, and other staff members.
- Ability to demonstrate knowledge of proper, safe, efficient usage of dental-related software programs
- Effective oral and written communication and ability to respond professionally to requests and inquiries

from employees and public, including handling difficult or irate people

- Sobriety: minimum of two years sobriety/clean time if in recovery from chemical dependency
- Abilities: (1) maintain professional boundaries with clients, community, and staff members, (2) work collaboratively with clients, NARA staff, team members and treat everyone with respect and dignity at all times, (3) pass pre-employment criminal background investigation, (4) pass check by Oregon Division of Driver and Motor Vehicles and (5) pass pre-employment or for-cause drug tests

Preferred

- Microsoft Office experience, strongly preferred
- Bilingual oral skills, highly desired
- Work within Native American/Alaska Native community, a plus

Sobriety: NARA requires sobriety of all its employees with minimum of two years sobriety/clean time for those in recovery. All potential hires are required to pass a pre-employment (post-offer) drug-screen and criminal-background check. Our agency is fully committed to supporting sobriety and – as such – all new hires must agree to model (1) non-drinking behavior, (2) no illicit-drug use and (3) no prescription-drug abuse.

Mission: NARA provides culturally appropriate education, physical- and mental- health services and treatment for substance use disorders to American Indians, Alaska Natives and others in need. Serving the Portland metropolitan area and vicinity, NARA operates a residential family-treatment center, an outpatient treatment center, a child and family services center, a primarily healthcare clinic, several adult and mental health locations, a wellness center, and transitional housing for Native women and children. With over 250 diverse employees, NARA is an Indian-owned, Indian-operated, non-profit organization and a Treatment Center certified by White Bison.

Benefits: NARA offers employees a generous benefits-package that includes: (A) insurance: medical, dental, vision, prescription, life, accidental death and dismemberment, short- and long-term disability, (B) separate vacation and sick-day accruals increasing with years of service, (C) 12 holidays including your birthday, (D) flexible spending account, (E) employer-matched 401(k) program, and (F) employee assistance program.

Benefits are pro-rated for employees who work an average of 20 or more hours per week.

Equal Opportunity: Equal-Opportunity and Affirmative-Action Employer | Veterans/People with Disabilities/ Race/ Ethnicity/ Gender/ Age/ any protected class: Within scope of Indian Preference, all candidates receive equal consideration. Preference in hiring is given to qualified Native Americans in accordance with Indian Preference (Title 25, US CODE, Sections 472 & 473).

Background: Since NARA's beginning in 1970, traditional Indian cultures have been an integral part of NARA's services. This commitment has attracted individuals from over 255 tribes to NARA's facilities! NARA's Cultural Director trains and consults staff on cultural competence and provides cultural programming for all clients. NARA also integrates several White Bison curricula including The Medicine Wheel and 12 Steps, Mending Broken Hearts and Understanding the Purpose of Life.

Cut and paste links (below) into browser, if needed.

Portland's Native-American Community

- Travel Portland | Native American Portland | <https://www.travelportland.com/collection/native-american-portland/>
- Metro | "The Roots of Portland's Native American Community" | <https://www.oregonmetro.gov/news/roots-portlands-native-american-community>
- "The Native American Community in Multnomah County" [where Portland is located] | <https://www.portlandoregon.gov/oni/article/505489>
- Multnomah County Library | "Oregon Native American Tribes" | <https://multcolib.org/blog/20160819/oregon-native-americanindian-tribes>
- Portland Indian Leaders Roundtable [See Facebook page for current events.] | <http://www.portlandindianleadersroundtable.org/contributing-organizations.php>
- Portland Public Schools | Indian [and Native Hawaiian] Education Program | <https://www.pps.net/indian-education>

Portland

- City of Portland | www.portlandoregon.gov
- Travel Portland | www.travelportland.com
- Greater Portland | www.greaterportlandinc.com