



Choctaw Health Center

Dental
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4030

JOB ANNOUNCEMENT # 304142

POSITION: Dental Office Manager
SALARY: Tribal Pay Scale Grade 14
SUPERVISOR: Dental Director
JOB LOCATION: Choctaw Health Center and other locations
TYPE OF EMPLOYMENT: Regular FullTime/Exempt/Essential
OPENING DATE: MARCH 05, 2025 MAR 05 2025
CLOSING DATE: MARCH 19, 2025 OR UNTIL FILLED

Mission Statement: *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

Vision Statement: *Our vision is to achieve a healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten-county area in central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water. The Dental Program serves the comprehensive dental needs of the Mississippi Band of Choctaw Indians' communities and other eligible patients in these locations.

Scope of Service and Effect:

This position is responsible for administering the day-to-day operations of the dental front office, including patient-staff relations, and as an essential support in the delivery of dental services in the Choctaw Health Center by maximizing the efficiency of dental clinic schedule and services. They must tactfully coordinate patient care between the various providers within the dental program to ensure patient services we provide are fully rendered.

Responsibilities and Duties:

- Provides the full range of supervision to front office clerical staff. Duties include recruiting, interviewing, and training new clerical staff; setting performance standards and evaluating performance, timekeeping, leave granting and recommending disciplinary actions. Provides constructive and timely performance evaluations.
- Oversee the daily workflow of the dental clinic by scheduling appointments for the Dental Center clinic so that all dental providers are utilized in the most efficient manner possible and patient care is streamlined to the greatest benefit of each patient.
- Responsible for reserving necessary rooms for staff meetings and in-services.
- Assists clerical and support staff with their assigned duties, particularly when more advanced, skilled, or sensitive work is required.
- Assists in ordering supplies for the dental clinic front office and operations of the clinics.
- Completes, prepares, reviews, and distributes various forms and reports.
- Responsible for keeping and maintaining a neat and orderly work area.
- Must be available for occasional special projects that might require community work, travel, or working past set working hours.
- Assist with the start up or shut down of the dental equipment when temporary staffing shortages occur.
- Responsible for performing all other duties as assigned.

Hours Worked:

The Dental Program's normal working hours are Monday through Friday, 7:30 am to 4:00 pm with an hour's lunch break. Employees are encouraged to report to work fifteen minutes before the start of the workday. If dental emergencies present to the clinic, staff may need to work outside of these hours. The dental program is closed for all MBCI Tribal Government holidays.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. There is a potential for exposure to infectious diseases.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include depth perception, reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

Job Hazards:

The employee may occasionally be exposed to airborne illnesses and diseases from patients.

Other Requirements of the Position:

- Excellent verbal and written communication skills.
- Fully uphold all principles of confidentiality and patient care.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy, and dependable manner with patients, employees, and vendors.
- Possess cultural awareness and sensitivity.
- Must have a positive, friendly, upbeat, and accommodating tone; and
- Must possess a strong work ethic and team player mentality.
- Must obtain Healthcare BLS certificate within 90 days of employment and maintain current BLS certificate.

Qualifications:

- Two (2) years' experience of administrative and clerical experience required.
- Previous experience in a dental office setting preferred.
- Must have at least an AA degree and a BA/BS degree is preferred. Must be proficient with computers.
- Bilingual skills in English and the Choctaw language preferred.
- Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone.
- A record of satisfactory performance in all prior and current employment positions as evidenced by positive employment references from previous and current employers.
- Completion of Criminal Background Investigation and must pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such a waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350