

# USA

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## Assistant Director, Central Dental Laboratory and Implant Management

2020-7284

2 months ago

**US-NY-New York**   **Department** Central Dental Lab (Administrators)   **School/Division** College of Dentistry (DN1032)   **Compensation Grade** Band 53

**Union** N/A   **FT/PT** Full-Time   **Category** Health Services

### Position Summary

The Assistant Director is the first-line administrator responsible for maintaining positive operating margin at the laboratory level and for meeting and exceeding the annual budget. This position reports to the Associate Dean of Clinical Administration and Revenue Cycle Management and provides direct oversight and management support of teams within Clinical Administration to support the delivery of patient care services, which includes The Central Dental Laboratory and the Implant Management Team. The Assistant Director will assist with the development of policies and procedures for the Central Dental Laboratory and Implant Management. Supervise all laboratory and implant personnel and provides leadership and direction including recruiting, coaching and developing staff. Ensure compliance with New York College of Dentistry and any regulatory agency policies and procedures. Provide management support in operational compliance and other projects and initiatives that is requested by senior leadership.

### Qualifications

#### Required Education:

Bachelor's degree in Dental Hygiene, Finance, or Health Care Administration.

#### Preferred Education:

Masters degree in Business or Health Care Administration. Oral Health Graduate degree is highly desired.

#### Required Experience:

5+ years' progressively responsible relevant experience including managing dental laboratory and implant operations, business affairs and budget and staff management or an equivalent combination of education and experience. Experienced with axiUm Dental Software Management System and the CAD/CAM system.

#### Preferred Experience:

Experience working in an Academic Dental Center or in a major dental group practice.

#### Required Skills, Knowledge and Abilities:

Effective planning, excellent managerial, communication and project management skills. Proven ability to develop and implement policies, procedures and strategic plans that will assist technical staff to provide best in class service. Comprehensive knowledge of regulations governing Article 28 and dental quality assurance, and the processing and repairs of all types of prostheses.

#### Preferred Skills, Knowledge and Abilities:

Knowledge of Medicaid and HIPAA including administrative best practices for dental or health-care environment.

### Additional Information

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