



Saskatoon Pediatric Dentistry

Saskatoon Pediatric Dentistry is seeking an experienced Clinic Manager to join our team.

Saskatoon Pediatric Dentistry (SPD) is a pediatric dental speciality clinic proud to be serving Saskatoon since 2008. Our pediatric dentists are board certified by the Royal College of Dental Surgeons of Canada and the American Board of Pediatric Dentistry, and have extensive additional training to specialize in the care of children.

Our goal is to guide children through the world of dentistry and to help them develop a positive attitude towards oral health and their dental experience. We believe that children of all abilities have a right to reach their potential. Our approach is to meet our patients where they are at and make it work for them with what they know and feel. It is different for every child!

SPD is committed to, and proud of our inclusive culture. An inclusive culture, in our view, is respectful of differences and nurtures and supports the contributions of each individual, while also embracing and leveraging diversity. A diverse workforce, combined with an inclusive culture, can create a sense of belonging and makes SPD stronger and better able to meet the needs of our diverse patient population.

Primary Purpose:

The Clinic Manager is responsible to ensure operations run smoothly and staff are able to contribute positively and productively to the Clinic's mission. We seek an individual with professional and proven strategies that will allow for the continued growth of the staff and Clinic.

Key Areas of Responsibility

Operations and Accounting effectively oversee all Clinic operations in a manner that helps Clinic professionals, staff, patients and caregivers experience a healthy, productive and engaging workplace.

Human Resources - effectively manage the human resources of SPD to optimize productivity, profitability and quality of work life.

Patient Service – effectively manage Clinic/client relationships to optimize patient care , family satisfaction, and staff accountability.

Planning and Reporting – effectively develop and use strategies for the Clinic to support service excellence, and growth of the business and personnel.

Key Skills and Competencies

The Clinic Manager will actively foster a harmonious work environment that maintains quality patient care as the primary basis for all actions and decision-making.

Management and supervisory skills needed for success in this position are the ability to:

- give and receive feedback
- set performance expectations
- plan, prioritize, and organize
- identify and solve problems
- direct and motivate employees
- manage conflict
- demonstrate good judgment and decision-making
- communicate effectively (written and verbal)

Education and Experience

- Bachelor's Degree in a health-related field, such as health administration, health information management or dental administration. Equivalent education and/or experience will be considered, including a business degree with an HR major.
- Management/supervisory experience, in a clinic environment
- sufficient knowledge of accounting and administrative principles and procedures to provide oversight and trouble shoot
- familiarity with computers, copy machines, fax machines, and other office equipment and software

Assets but not required

- knowledge of dental terminology and procedures
- knowledge of insurance plans and claims processing
- knowledge of dental or medical software

Qualifications:

- Good command of the English language, both verbal and written.
- Ability to work well with dentists, staff, patients and caregivers, and relevant others.
- Ability to engage effectively in quality interactions with children in a manner appropriate to the child's developmental level.
- Ability to explain complex concepts to patients, their caregivers, and staff
- Ability to act in accordance with the purpose and values of the Clinic

Compensation

- Competitive salary that is commensurate with education and experience
- Benefits: Health and dental with additional support for uniform, gym membership, and continuing education

To Apply

Email your application to SPDClinicManager@gmail.com

Apply early. Interviews will begin in March.

The posting will remain open until the position is filled.

We welcome applications from all qualified individuals and encourage applications from members of racialized groups/visible minorities, women, Indigenous persons, persons with disabilities, and persons of any sexual orientation, gender identity, or gender expression.