



**JOB TITLE** Program Manager – Office Manager

**PROGRAM** Dental Clinic

### **JOB SUMMARY**

The Dental Clinic provides dental health care for economically disadvantaged people in our community that cannot access dental care due to not being able to afford it. Poor health is one of the three top factors that contribute to poverty. The Dental Clinic will provide affordable, quality, safe access to dental care for those who do not have access now (low income senior citizens, low income uninsured children and adults and dental health education and prevention. The clinic will provide services to Catholic Charities clients with Medicaid, primarily children in the assessment center and refugee children receiving Medicaid. The Program Manager - Office Manager is responsible for day to day management of the clinic, supervision of key staff, creation of policies, procedures, and protocols and overall ensuring the successful operation of the clinic. This manager is responsible for all business management aspects of the clinic.

### **REQUIREMENTS**

- Developing program operating policies and procedures.
- Implementing, maintaining, monitoring, and evaluating clinic activities.
- Hiring, training, and supervising clinic staff.
- Preparation of reports and other required paperwork.
- Assisting the Director of Specialized Services in long range planning and resource development, including grant writing.
- Establishing linkages and developing positive relationships with relevant churches, businesses, agencies and social service providers in the community.
- Researching and analyzing data pertaining to community needs.
- Monitoring clinic expenditures to ensure accountability and operation within budget constraints.
- Facilitating and/or conducting outreach activities including development and distribution of program information materials, and community presentations.
- Maintain current certification in cardio-pulmonary resuscitation as to be prepared for a possible emergency

### **QUALIFICATIONS**

- Undergraduate degree in a related field
- Master's Degree in Health Care Administration, Health Services, or other related field
- Two years of experience in managing a dental office
- Demonstrated knowledge of Medicaid billing practices
- Prior experience in conducting clients need assessments
- Prior supervisory experience preferred
- Strong project management skills preferred
- Must be able to demonstrate understanding of business processes, strong computer and technical skills, and ability to comprehend practical call center processes.

### **WORK HOURS AND LOCATION**

Regular office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The work location is at the Catholic Charities office at 249 West Thornhill Drive in Fort Worth, Texas 76115.

**TO APPLY**

Interested persons should fax or email a cover letter, resume, & salary requirements to:  
Catholic Charities, Diocese of Fort Worth, Inc.

Attn: Human Resources

249 West Thornhill Drive

Fort Worth, TX 76115

Fax: (817) 535-8779

Email: [ccresume@ccdofw.org](mailto:ccresume@ccdofw.org)

Due to the volume of responses, only qualified parties will be contacted.  
No phones call, please.

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