



**POSITION:** Part-Time Dental Director (20 hours a week)

## **ABOUT US**

Clinic by the Bay ([www.clinicbythebay.org](http://www.clinicbythebay.org)) is a free, volunteer-powered health care clinic in San Francisco. Located in the Excelsior neighborhood (close to MUNI and BART), the clinic is based on the successful national model, Volunteers in Medicine ([www.volunteersinmedicine.org](http://www.volunteersinmedicine.org)), which engages retired and practicing doctors, dentists, nurses and non-medical volunteers to provide compassionate care, free-of-charge, to the working uninsured. Our mission is to understand and serve, with dignity and respect, the health and wellness needs of the medically underserved in the San Francisco Bay Area.

## **JOB SUMMARY**

Clinic By the Bay has an exciting opportunity for a dentist to help us continue and expand our dental program. We relocated to a larger space (still in the Excelsior District) in November 2023 and began offering free dental services for our patient population in January 2025.

We need a dynamic, committed dentist to help us continue our dental clinic and provide at least part-time supervision of the dental program/hygienists/assistants. We are flexible in terms of FTE/time commitment and schedule—within reason and to still provide benefit to our patient community. The Dental Director provides clinical leadership, oversight, quality assurance, and support to all volunteer dental providers.

Our clinic is fully equipped with all-new technology, including a brand-new two-chair dental suite featuring A-dec chairs, digital X-rays, intraoral cameras, Zirc system tubs and trays, piezo and electric handpieces, and the CurveHero electronic dental records system.

**REPORTS TO:** Executive Director

**LOCATION:** San Francisco, Excelsior District (close to MUNI and BART)

## **DUTIES AND RESPONSIBILITIES**

- Guide the overall concept and direction of dental clinic programs in collaboration with the Executive Director, Dental Assistant, and team members.
- Work closely with the Executive Director, Dental Assistant, Volunteer Program Coordinator, Board, and Staff to develop and implement dental clinic services and protocols, secure partnerships and equipment, and more.
- Recruits and supervises dental volunteers (dentists, hygienists, assistants) to deliver quality dental care.
- Ensure that all dental staff and volunteers are properly screened, credentialed, oriented and supervised per Dental Board of California guidelines.
- Serve as lead contact with dental specialists and specialty services.

- Serve as spokesperson for Clinic By the Bay on all dental matters. Conduct presentations, host tours, and attend community functions with the Executive Director and Board members as needed.
- Ensure that all state, federal, local, OSHA, CLIA, and other regulatory guidelines are adhered to and that staff is trained in all proper procedures.
- Promote, establish and maintain open and effective communication with all team members to improve relations, solve problems, and access resources. Create and recruit for our new Dental Advisory Board.
- Provide dental/clinical duties of direct patient care to ensure coverage of 2 days of dental clinic per week

### **QUALIFICATIONS**

- DDS or DMD Degree – Minimum 3 years' experience as a practicing dentist.
- Active California dental license
- Demonstrated leadership experience.
- Genuine passion in caring for the underserved; commitment to the mission and values of Volunteers in Medicine and Clinic by the Bay.
- Highly developed interpersonal skills and ability to effectively work with paid staff and volunteers.
- Ability to supervise and coach dentists/hygienists/assistants and work cooperatively with paid staff and volunteers.
- Computer skills and familiarity with EHR systems.
- Bilingual Spanish is highly preferred.

### **COMPENSATION & BENEFITS**

\$85,000-\$95,000 annual salary range

Benefits are available for employees who work at least 20 hours per week

403b plan, Dental insurance, Medical insurance, Vision insurance, PTO

**TO APPLY:** Send your resume, along with a thoughtful cover letter to: [olga@clinicbythebay.org](mailto:olga@clinicbythebay.org)