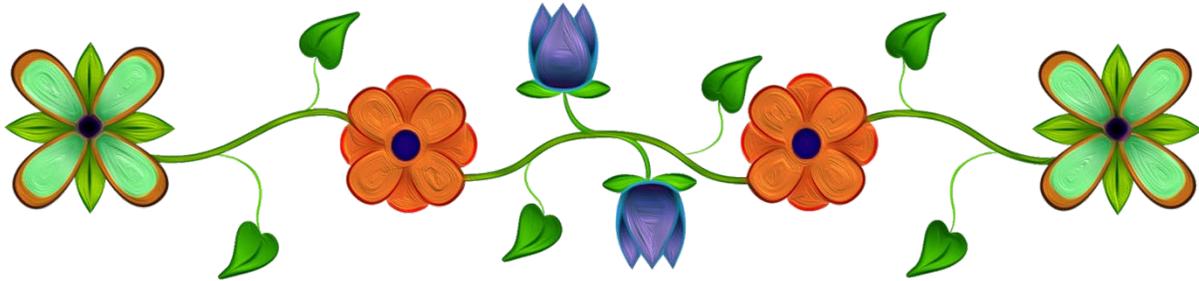


BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS



Bad River Health & Wellness Center

Open Monday-Friday 8am-4pm (Hours Vary by Dept.)

(715) 682-7133

53585 Nokomis Road

Ashland, WI 54806

Job Title: Dental Clinic Office Manager

Department: Dental Services

Hourly Rate: \$28.00-\$30.00 DOE

Exempt: Exempt

Supervisor: Dental Director

Posting Date: Public

Opens: 03/05/2026

Closes: 03/19/2026 @ 4:30PM

Job Summary: The Dental Clinic Office Manager is responsible for the administrative management and operational oversight of the Dental Services Department within a tribally operated health clinic. This position ensures compliance with tribal policies, applicable federal and state regulations, and clinic procedures while supporting the delivery of high-quality, culturally respectful oral healthcare services. The Office Manager provides leadership to administrative staff, supports financial and billing operations, and serves as a liaison between dental providers, patients, and tribal administration.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the Program Manager or the supervisor.

- Direct and oversee daily administrative operations of the dental clinic
- Supervise, schedule, train, and evaluate administrative and clerical staff
- Develop, implement, and maintain departmental policies and procedures in accordance with tribal guidelines
- Coordinate provider schedules and patient flow to support efficient clinic operations
- Ensure accurate and timely maintenance of patient records in compliance with HIPAA and tribal confidentiality requirements
- Oversee dental billing, coding, and claims processing
- Monitor accounts receivable, collections, and billing compliance
- Prepare routine operational and financial reports

- Assist in budget monitoring and fiscal accountability
- Ensure compliance with tribal, federal, and state laws
- Coordinate documentation for audits and inspections
- Assist with recruitment, onboarding, training, and performance evaluations
- Promote a respectful, culturally appropriate work environment
- Address patient concerns professionally and sensitively
- Facilitate communication between patients, providers, and leadership

Cultural Sensitivity: This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Required Education and/or Experience

- High school diploma or GED required
- 3–5 years of dental or healthcare administration experience
- Supervisory experience required
- Knowledge of dental office operations and billing
- Proficiency with EHR/PM systems

Preferred Education and/or Experience

- Associate’s and/or Bachelor’s degree in related field
- Experience in a tribally operated health program
- Knowledge of tribal governance and funding
- Familiarity with Medicaid and grant-funded programs
- Understanding of culturally responsive healthcare

**Other Skills and Abilities:
Required:**

- Compliance with tribal employment policies
- Tribal preference may apply
- Ability to maintain strict compliance with Privacy Act requirements and Confidentiality Policy
- Ability to maintain confidential client records and obtain properly signed releases as necessary

Background Check:

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- Required driver check, to meet eligibility for Tribal Insurance.
- This position is contingent on the ability to pass the required pre-employment drug test.

Language Skills:

- Strong oral and written communication skills
- Maintain strict compliance with Privacy Act requirements and Confidentiality Policy.

Reasoning Ability:

Good interpersonal skills and ability to work with individuals and families with objectivity and courtesy. Ability to deal with difficult clients and maintain a professional attitude. Must be able to multi-task and have excellent customer service skills.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to make home visits. Position requires some walking, standing, bending, stooping and occasional lifting, up to 25 lbs. Subject to inside and outside working conditions.

Work Environment: The working environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the working environment is usually moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

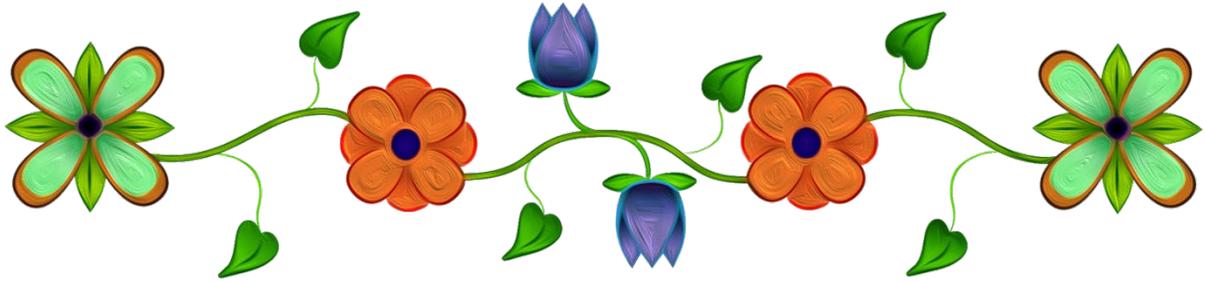
Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>



Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov

darcie.powless@badriverhwc.com

a.connors@badriverhwc.com