



JOB DESCRIPTION

Job Title:	Dental Technician Supervisor
Job Family / Section:	Dental / No section
Reports To:	Chief Technologist
Subordinate Titles:	Dental Technologist, Dental Technician, Dental Assistant Technician
Titles of other jobs reporting to same supervisor:	Dental Technologist, Dental Technician and Dental Assistant Technician

Position Summary

To supervise, perform and advice on all practical work done in the Dental Laboratory.

Principal Accountabilities

1. Organize and directs the daily activities of technical staff in the section.
2. Supervise the activity and productivity of technical staff in the section in close consultation with the Head of the Section and the Chief Technologist.
3. Supervises the work of the technical staff according to the approved test procedures.
4. Supervise the maintenance of dental equipments.
5. Implements and maintains a strict internal and external quality assurance.
6. Participates actively in the planning and presentation of continuing education program for Dental Technicians assigned to the Section.
7. Evaluate periodically the technical staff and maintain the records.
8. Recommend to the Chief Technologist selection, transfer, discipline and discharge of personnel assigned to the Section.
9. Ensure that the safety measures are implemented.
10. Prepare daily, monthly and annual statistics of the section.
11. Re-evaluate current practices and procedures as and when required.
12. Construct advanced Dental appliances for the patient in the laboratory.
13. Perform other duties as required and instructed.

Budget Dimensions

- *Finance:*
- *Staff:*
- *Other:*

Knowledge, Skills and Experience

- **Education:** **Minimum:** Minimum: Diploma in Dental Technology (2 years)
Preferred: Preferred: Bachelor's degree in Dental Technology
- **Experience:** **Minimum:** Minimum: 12 years including previous experience as Supervisor in a full-fledged Dental Laboratory



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Preferred: Preferred: 15 years

• **Required Certification or Licensure or Registration:**

Registration or License with recognized Dental Council or Dental Association

• **Language Skills:** English Intermediate, Arabic Basic

• **Computer Skills:** Basic Computer

• **Key Competencies:** Good management and communication skills

• **Problem Solving / Decision Making:**

1. Resolve all disputes regarding shift work and allocation of duties that may occur between technical staff.
2. Educate Dental Technicians about troubleshooting in dental instruments & equipments.
3. Make recommendations to Chief Technologist regarding manpower, equipments and Material requirements of the Section.

Core Behavioral

Leadership Behavioral

Key Relationship

Works closely with Chief Technologist and all other dental staff



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Associated Documents:

- Skills and Competency Checklist
- Departmental Organizational Charts
- Corporation vision, mission and values statement

AGREEMENT *(for Individual Job Description)*

I, the undersigned, hereby acknowledge that I have read my job description and understand its content. I agree to demonstrate the application of this job description in my day-to-day activities and in accordance with the Mission, Vision and Values of Hamad Medical Corporation.

Employee's NAME in block letters

Corporation Number

Signature Employee

Signature Date

Supervisors name in block letters

Signature Immediate Supervisor

Date