

Melanie Block Denture Clinic has been in business for 18 years. Melanie Block retired in 2020 but her legacy lives on with Portland's highest standards in quality dentures.

Melanie Block Denture Clinic is one of the few remaining denture facilities that builds dentures from scratch. We don't use 3D printing, we don't use pre-cast dentures, our products are handcrafted from start to finish.

We are a small family practice that takes great pride in delivering the best dentures no matter if the patient is a private pay or has state assisted coverage, everyone gets the best quality.

JOB SUMMARY:

The Denturist provides assessment, diagnosis, and treatment of removable prosthetics in compliance with approved clinical protocols and guidelines. Communicates regularly with in house technicians and office staff, keeps all chart notes up to date, can manage double bookings on occasion, as well as stepping in and helping with lab work when needed.

PRIMARY JOB RESPONSIBILITIES:

- Diagnoses and provides appropriate dental treatment plans to patients.
- Communicates with all team members regarding patient treatment and follow up schedule.
- On occasion communicate with Patient's dental providers.
- Promptly completes all documentation in the dental records.
- Commits to follow up and continued care of patients.
- Works with the Practice Manager to ensure business objectives are met.
- Fosters strong relationships with patients to create connections and influence patient relations.
- Executes company standards, processes, and procedures to ensure quality of service and a consistent patient experience.
- Other duties as needed or required.

PERSONAL CHARACTERISTICS:

- Ability to work with a team
- Demonstrates efficient time management and ability to prioritize workload.
- Self-motivated, positive, and enthusiastic.
- Ability to stay organized and clean up after yourself.
- Willingness to step up and do what needs to be done.

JOB QUALIFICATIONS:

- Current State of Oregon Board of Denture Technology License. If licensed in another state Melanie Block Denture Clinic will cover fees to obtain your Oregon certification.
- Ability to obtain necessary credentialing with state funded insurance.
- Maintain Continuing Education as required by the State of Oregon.
- Full-Time schedule preferred, Part-Time negotiable.
- Must be able to work on an equal level with both technicians and office staff.

JOB WAGE AND BENEFITS:

Starting wage of 60K

Paid vacation (2 weeks per year. 1 week in the Summer & The week between Christmas & New Year's)

Office closed: Memorial Day, Labor Day, and Thanksgiving (paid Holidays)

Health insurance, Dental and Vision included (Company provided, If Full-Time)

Up to 5 paid personal/Sick days per year

Email resumes to: admin@mbdentureclinic.com

Thank you,

Melanie Block Denture Clinic

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