POSITION SUMMARY

Provide comprehensive and appropriate dental care and treatment to patients. Provide supervision to Dental Assistant(s) and Dental Hygienist(s) as assigned.

PRIMARY ACCOUNTABILITIES

Achieve Results
1. Directly effect improvements in patient well-being through accurate and timely diagnosis and delivery of high quality dental treatment. Ensure the delivery of competent, accurate, dental care and treatment to all patients as assigned.
2. Provide leadership and direction to other dental clinic staff. Effect overall clinic results. Meet or exceed all measurable standards of care, including overall clinical, quality, and productivity goals.
3. Ensure accuracy, efficiency, and appropriate confidentiality with patient charting and related recordkeeping and administrative functions as assigned.

Operational Excellence
4. Ensure the delivery of all dental treatment and care is consistent with all regulatory, accreditation, and professional standards, including clinic policies and quality initiatives.
5. Understand and ensure all practices and procedures related to the delivery of dental services are consistent with contracted protocols and procedures.

Relationship Management
6. Develop and ensure favorable relationships with all patients and their families. Ensure all patient services are delivered in a caring and professional manner.
7. Develop and ensure favorable relationships with vendors, contractors and payor sources.
8. Develop and ensure ongoing, positive relationships and collaboration with other dentists and dental staff members. Ensure the success of each clinic operation through collaborative support and working relationships with all clinic operations staff.

Professionalism & Stewardship
9. Ensure all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
10. Uphold and ensure compliance and attention to all corporate policies and procedures as well as the overall mission and values of the organization.

ESSENTIAL FUNCTIONS
1. Provide routine and emergency dental services, including diagnosis and treatment plans, general restorative procedures, crown and bridge construction, removable prosthetics, uncomplicated endodontics and minor oral surgery.
2. Initiate and interpret x-ray and lab studies.
3. Administer and prescribe anesthetics and medications.
4. Refer patients for specialty care to other clinic programs our outside agencies as appropriate.
5. Supervise Dental Assistant and Dental Hygienist.
6. Conduct follow-up patient care.
7. Provide dental and oral health education to patients and families.
9. Teach and train patients and staff on illness prevention.
10. Actively participate in community dental programs.
11. Assist with in-service and on-going training of clinic staff.
12. Build relationships and foster a high level of customer service.
13. Manage difficult clients and patients, demonstrating interpersonal savvy and influence skills.
14. Exercise professional judgment in the performance of services provided consistent with the organization’s policies and the standards of the dental profession.
15. Demonstrate high degree of knowledge and competency in the practice of dentistry and associated charting requirements.
16. Perform assigned dental tasks using high level of skills and ability.
17. Utilize computers for data entry and information retrieval with proficiency.
18. Utilize and monitor effectiveness and efficiency of all equipment and supplies used in the delivery of services.
19. Communicate frequently with others in verbal and written communication format.
20. Implement and evaluate operational and administrative processes.

POSITION REQUIREMENTS

Education
- D.D.S. from an accredited educational institution.
- Licensed to practice dentistry in all relevant states as assigned.

Professional
- Demonstrated expertise in relevant dental practices, protocol, trends and best practices in clinical areas assigned.
- Demonstrated knowledge and success in effecting overall clinical operations.
- Experience/Knowledge of JCAHO accreditation process and requirements, as well as all federal, state and local regulations and standards associated with the delivery of care in a community health center environment.
- Ability to manage multiple responsibilities and emergency situations successfully
- Proficiency in knowledge of office management, use of computer, software packages, and office machines.

Physical/Environmental
- Occasional lifting of 40 – 50 lbs and pushing of 5-20 lbs
- Sitting, standing and walking approximately 80% of the time
- A medium to high level of manual dexterity required
- Bending and reaching approximately 20% of the time
- Normal accessibility and mobility throughout the region required
- Normal overtime/extended work hours

Blood Borne Pathogen Exposure (Please Check One)

_____ Category I: Job classification includes ALL employees who have occupational exposure* to blood borne pathogens* (blood or body fluids) while performing their job duties.

_____ Category II: Job classification includes employees who are likely to have SOME occupational exposure to blood borne pathogens because Category I tasks may occasionally be required.

_____ Category III: Job Classification includes those employees who perform jobs and tasks where NO CONTACT with blood borne pathogens occurs and Category I and Category II tasks ARE NOT a condition of employment.
POSITION SUMMARY

Additional Requirements