
FEATHER RIVER TRIBAL HEALTH

POSITION DESCRIPTION

JOB TITLE: DENTAL DIRECTOR

Grade: Negotiated

Reports to: Executive Director

Department: Dental

Classification: Exempt

Supervises: Dental Staff

POSITION SUMMARY:

This individual is responsible for quality of services, development and maintenance of all the quality assurance process; supervision of other Dental providers; contract Dental providers, Dental Clinic Coordinator and ancillary personnel. The Dental Director also maintains a patient case load.

ESSENTIAL FUNCTIONS:

1. Develop, review, revise and implement the philosophy, goals, objectives, policies and procedures of the Dental Department consistent with Organizational philosophy, goals and objectives.
2. Establish and maintain professional relationships with ancillary dental providers and services within the community.
3. Assist Administration in developing a contract referral system and in-house contract specialties.
4. Maintain a system of chart audits for all dental providers, including peer review.
5. Assist with recruitment and screening of potential dental personnel and specialty services personnel for in-house special clinics.
6. Develop, with other dental providers, levels of care to be use as a quality of service assessment tool.
7. Work with other Organizational staff in the development and provision of dental education for staff and patients.
8. Direct the efforts of dental personnel in reaching and maintaining the goals of the organization.
9. Provide leadership in the development of standards and procedures that will enable the Organization to meet accreditation requirements.
10. Provide direct dental services to the patients of the agency.
11. Check and approve all auxiliary personnel patient functions prior to dismissal of patient from office.
12. Provide the highest quality of care utilizing the resources of the Organization in the most prudent manner.
13. Develop and review annually the dental procedure manual.
14. Record patient visits in a timely manner utilizing a uniform accepted format.
15. Participates in continuing education on a regular basis to enrich skills and knowledge to provide progressive professional development and maintain certification.
16. Review and approve time sheets, vacation requests and other leave for dental providers.
17. Maintain on ongoing performance evaluation, guidance and development of personnel in the Dental Department in accordance with all applicable regulations and policies of the Organization.
18. Assist the Administration in the planning and improvement of services to meet the needs of the patient population.
19. Establish and implement a Quality Assurance/Improvement Program for the Dental Department.

ADDITIONAL RESPONSIBILITIES:

1. Attend staff trainings and meetings as required.
2. Learn and implement electronic health records functions as they continue to evolve.
3. Assist with a variety of duties in order to meet the needs of the department on an as needed basis.
4. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

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

1. Ability to communicate clearly and concisely.
2. Human relation skills to deal effectively with patients, clients, staff, Board members, community members and visitors in person and on the telephone.
3. Ability to work independently and productively.
4. Demonstrate awareness, sensitivity and appreciation of Indian culture, traditions, customs and socioeconomic needs.
5. Ability to maintain a professional attitude and appearance at all times.
6. Ability to meet deadlines and assigned projects in a timely, efficient manner.
7. Ability to be prompt and efficient with minimal absences.
8. Demonstrate a combination of maturity, judgment, experience and confidence conducive to practice independently in a challenging work environment.
9. Ability to work productively with individuals and with professional and other groups within the community; to gain satisfaction through growth and development of others; to efficiently plan and execute work; to seek and use supervision and consultation; to exercise good judgment; and to communicate effectively with individuals and groups both orally and in writing.

EDUCATION AND EXPERIENCE:

1. Graduate of an accredited Dental School.
2. Current California State Dentist license or, if Federal employee, meets the licensing requirements for Federal employment as a dentist.
3. Minimum of two (2) years experience in private or clinical practice.
4. Current radiation certificate or compliance; DEA license and number and CPR certification.

PHYSICAL REQUIREMENTS:

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 accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Reviewed Job Description:

Employee Printed Name: _____

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Executive Director: _____

Date: _____
