

POSITION DESCRIPTION

TITLE: Dental Director
REPORTS TO: Executive Director
LOCATION: Anav Tribal Health Clinic/Quartz Valley Indian Reservation
SALARY: Negotiable, depending on experience
CLASSIFICATION: Full or Part Time, Regular, Exempt

SUMMARY: The Dental Director has overall responsibility for the provision and delivery of Dental services at the Anav Tribal Health Clinic (ATHC) of the Quartz Valley Indian Reservation (QVIR). The Dental Director is responsible for planning, organizing, directing, and controlling the activities of the Dental staff in their provision of primary care to patients. The Dental Director will coordinate the delivery of services with the medical, outreach and social services program components. These services will be provided in a manner consistent with guidelines established by the ATHC, as well as State, Federal, and Tribal funding sources. In addition, the Dental Director will be responsible for increasing patient business visits, type and quality of services, and for the performance of the Department.

ESSENTIAL DUTIES and RESPONSIBILITIES: Primarily focuses on patient care; It is understood that the Dental Department is a primary care provider to the American Indian population of Siskiyou County service area and as such, duties and responsibilities, whether performed by him/herself or by other Dental staff shall include the following:

1. Oral prophylaxis.
2. Periodontics.
3. Diagnosis and treatment planning.
4. Prevention and education
5. Emergency care (as defined in the Policy & Procedure manual under “Dental Emergencies”).
6. Restorative and cosmetic dental procedures.
7. Prosthetics.
8. Referrals for specialty care as required.
9. Referrals to other health center departments as necessary.
10. Oral surgery.
11. Endodontics.
12. Displays age-specific competence working with:
 - Infants
 - Toddlers
 - Preschool
 - School Age
 - Adolescents
 - Early Adult
 - Young Adult
 - Middle Adult
 - Geriatric
13. Primarily responsible for the smooth and efficient operation of the Dental Department; this includes the tasks of maintaining cooperation, communication, and good morale among all members of the Dental Department while monitoring the quality assurance.
14. Develop and coordinate all oral health activities of ATHC.
15. Supervise the entire Dental Department including, but not limited to, other dentists, dental hygienists, dental assistants, and dental receptionists. Make recommendations for hiring, promoting and disciplinary action as appropriate.
16. Interview prospective applicants when positions become available.

17. Conduct department meetings and represent the Dental Department at staff Meetings and at Directors' meetings; will see that the avenues of communication are kept open between the Dental staff and the Executive Director, bringing to his/her attention important grievances and requests.
18. Ensure that all Dental staff carries out their duties in a manner consistent with ATHC policies and program funding guidelines.
19. Maintain accurate and complete records of all Dental Department activities.
20. He/she will also see that all monthly paperwork and reports reach the appropriate officials desk. The Dental Director is responsible for keeping good rapport with our patients and our community, and must answer any patient's complaints or grievances in a diplomatic manner.
21. Develop Dental Department protocols and procedures.
22. Review the Dental fee schedule at least annually and ensure that fees are commensurate with current costs and expenses to the Dental Department.
23. He/she will assure that all Dental employees participate in training programs and continuing education, maintain the current essential licenses, and perform the highest quality dental treatment possible.
24. He/she will obtain the Executive Director's approval for any unusual expenditure, patient referrals in non-emergent situations, and any new projects to be undertaken.
25. Responsible for the development of comprehensive goals and objectives for the Dental Department and must take frequent inventory to see that progress is being made towards their completion.
26. He/she shall oversee and coordinate the community preventive programs implemented by the Dental Hygienist or Registered Dental Assistants and also provide more direct participating assistance whenever needed (i.e. school screenings and follow-ups, consultations to staff and parents, etc.).
27. Must adhere to confidentiality and HIPAA policies.
28. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
29. Other duties as assigned by the Executive Director.

QUALIFICATIONS: 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 essential functional.

Education and/or Experience: Minimum of two years professional experience in dentistry: Doctor of Dental Surgery (D.D.S.) or Doctor of Medical Dentistry (D.M.D.) required; or current experience as a Dental Director of an Indian Health Service Program with at least five (5) years professional Dental licensure experience; authoritative knowledge of the principles, practices and techniques of dentistry. Special knowledge in the prevention aspects of oral health and its related techniques and procedure; Experience in understanding of oral health education methods.

Language Skills: Ability to effectively present information to top management, public groups and/or the ATHC Health Board. Able to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedures manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Good working knowledge of administrative practices and

procedures, teaching methods, rules and regulations, policies and standards related to dental services and must be able to apply principles of personnel administration to selection, placement and supervision of staff.

Mathematical Skills: Able to work with simple mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Able to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills: To perform this job successfully, an individual should have knowledge of word-processing and email software.

Certificates, Licenses, Registrations: Current California licensure to practice dentistry; Cardiopulmonary Resuscitation (CPR) certified; Current Registration number from the Bureau of Narcotics and Dangerous Drugs; no disciplinary action imposed by the California Dentistry Board within the past five years; must possess a current/valid Department of Motor Vehicle California driver's license with a satisfactory driving record and auto insurance.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop; kneel; crouch; crawl; talk and hear. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; demonstrating the ability to work effectively with Native American people in culturally diverse environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Access: Will be authorized to access Billing and Medical records.

Acknowledgement: The ATHC is an Equal Opportunity Employer. We encourage applicants from all individuals regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, or any other protected class, political affiliation, or belief.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

To apply, submit application and resume to: QVIR/Anav Tribal Health Clinic, 9024 Sniktaw Lane, Fort Jones, CA 96032. Fax: (530) 468-4478. Applications may be obtained by contacting: Health Administration (530) 468-4470.