



UNITED INDIAN HEALTH SERVICES, INC.

Job Description

Job Title: Dentist
Division: Clinical Services
Section: Dental
Location: Humboldt/Del Norte
Shift: Monday – Friday
Report To: Dental Director
Salary Table: Table 13
Grade/Step: 19-01 to 21-10
FLSA Status: Exempt
Approved On: June 23, 2015

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 • Reviewed by HR: 06.03.015
 • Reviewed by EC/Gov.Docs: 06.11.15
 • Reviewed by BOD: 06.23.15

SUMMARY:

Provides professional dental care services to the Indian Community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs clinical dental services for clients which include examinations and treatment planning, oral cancer screenings, dental restorations including amalgams, composites, crown and bridges, pit and fissure sealants,, extractions, root canal therapy, minor oral surgeries, periodontal treatments, full and partial denture construction, routine and emergency dental services and other required procedures.
- Administer and prescribe medications, anesthetics, and medicaments.
- Responsible for overseeing training of dental support staff at orientation and staff meetings
- Assist in development and implementation of clinic policies and procedures.
- Responsible for patient referrals to appropriate UIHS clinic sections internally and providers/specialists externally.
- Attends section meetings and other meetings as assigned.
- Travel to satellite facilities to complete dental tasks as assigned.
- Maintains a professional, organized, clean working environment by following organizational policies, guidelines, and safety standards.
- Assists in development of policy, procedures, and quality improvement activities within the Dental Services Section as directed.

SUPERVISORY RESPONSIBILITIES:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Assists in the interviewing, hiring, and training of employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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 the essential functions.

EDUCATION/EXPERIENCE: *Educational degrees must be from a US Department of Education accredited school.*

- Graduation from, an accredited dental school with a DDS or DMD degree.
- School must be accredited by the American Association of Dental Education.
- Valid, unrestricted license to practice dentistry in any state.

- Graduation from a United States accredited dental school.

COMPUTER OPERATIONS:

- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

LANUGUAGE SKILLS:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a current license to practice dentistry in the State of California.
- Must possess a valid Controlled Substances Registration Certificate.
- Shall be able to be enrolled as a Medi-Cal or other insurance provider.
- Must possess or be able to obtain Cardio Pulmonary Resuscitation (CPR) and Basic Life Support (BLS) certification within six months of hire and maintain.
- Shall possess a valid driver's license.
- Must be able to be covered by agency's vehicle insurance and provide proof of valid private vehicle coverage.

OTHER SKILLS AND ABILITIES:

- Knowledge of principles and practices of modern dentistry and of prevention of dental diseases.
- Knowledge of the structure and function of community health centers.
- Knowledge of state and federal laws pertaining to dentistry, community health centers, and public dental health.
- Skills in performance of dental treatments.
- Skills in communicating effectively with clients and their families.
- Skills in establishing and maintaining effective working relationships with other employees, dental clients, and the community.
- Ability to work with Electronic Health Record (EHR).
- Ability to operate and maintain standard dental equipment.

PHYSICAL DEMANDS:

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 disabilities to perform the essential functions.

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

<i>Physical Abilities</i>		<i>Lift / Carry</i>		<i>Push / Pull</i>	
<i>Stand</i>	<i>C</i>	<i>10 lbs or less</i>	<i>F</i>	<i>12 lbs or less</i>	<i>F</i>
<i>Walk</i>	<i>F</i>	<i>11-20 lbs</i>	<i>O</i>	<i>13-25 lbs</i>	<i>O</i>
<i>Sit</i>	<i>C</i>	<i>21-50 lbs</i>	<i>O</i>	<i>26-40 lbs</i>	<i>O</i>

Handling/Fingering	C	51-100 lbs	O	41-100 lbs	O
Reach Outward	C	Over 100 lbs	O		
Reach Above Shoulder	F				
Climb	N				
Crawl	N				
Squat or Kneel	F				
Bend	C				

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

United Indian Health Services, Inc. (UIHS) has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by UIHS as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee Signature

Date