



Dentist Position Description

The following is a position description for the Dentist Position at Rolling Hills Clinic.

POSITION: Dentist

REPORTS TO: Dental Director

SUPERVISES: None

POSITION SUMMARY: Under general supervision of the Dental Director, the Dentist will provide dental services to Rolling hills Clinic patients as permitted by licensure from the State of California. The Dentist will also coordinate relative administration procedures with the Lead RDAEFII This position *may* require travel between Rolling Hills Clinic sites to help fill staffing vacancies and/or shortages.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Provide dental services to Rolling Hills Clinic patients.
2. Keep current with new techniques relating to all aspects of the dental field and related areas.
3. Maintain clear channels of communication with all staff.
4. Coordinate and supervise staff functions and duties during patient care.
5. Participate in the annual review and update of the Dental Policy and Procedure Manual.
6. Participate in the development and proposal of new dental policy with Dental Director.
7. Keep The Lead RDAEFII abreast of current activities and situations within the Dental Department.
8. Actively attend Rolling Hills Clinic staff meetings.
9. Maintain good rapport with the Indian community.
10. Other duties as assigned.

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:

1. Current California State license to practice dentistry.
2. Current DEA Controlled Substance registration.
3. Two (2) years experience in private practice or clinical practice.
4. California Radiation Safety certificate.
5. Current CPR certification.
6. Valid California driver's license and proof of personal automobile insurance.
7. Indian Preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc., is an Equal Opportunity Employer.

LANGUAGE SKILLS: Ability to read, interpret and analyze general business periodicals, professional journals, technical procedures, or governmental regulations, such as safety rules, insurance contracts and Medi-Cal guidelines. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, write and speak in English proficiently.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, percentages and decimals. Ability to compute rate, ratio, and percent, and ability to draw and interpret bar graphs.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Microsoft Office software.

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.

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 low to moderate. Possible frequent exposure to blood-borne and air-borne pathogens or infectious materials and will require OSHA training.

INDIAN PREFERENCE: Preference in filling vacancies will be given to qualified Indian candidates, in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, RHC is an equal opportunity, affirmative action employer, and does not discriminate in employment decisions based on race, color, religion, gender, national origin, age disability, or sexual orientation.

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. While performing the duties of this job, the employee is regularly required to sit for extended periods of time, bend, and stoop. Some light lifting is also required. Additional physical demands include use of full range of sense of hearing, speech, and vision. Employee will display manual dexterity as applicable. Finally, employee will pass all medical/employment physical examinations.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but is not and should not be construed an all-inclusive listing of responsibilities, skills, work requirements, or working conditions. While it is intended to accurately reflect the position activities and requirements, individuals may perform other duties and RHC reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians. Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

FLSA STATUS: Exempt

DATE OF LAST REVIEW / REVISION: 05/2012

ASSIGNED SITE:

Signature

Date