



Dental Director Position Description

The following is a position description for the Dental Director at Rolling Hills Clinic.

POSITION: Dental Director

REPORTS TO: Executive Director

SUPERVISES: Staff Dentists and Hygienists directly and indirectly all dental staff.

POSITION SUMMARY: In addition to providing dental services, the Dental Director will work with the dental staff in creating policies for the dental department and keeping all dental clinics consistent. The Dental Director will be an active member of the Medical Staff and the Medical Executive Committee. Coordinate clinic services, administrative procedures and policies with the Medical Executive Committee.

RESPONSIBILITIES (will include, but are not limited to):

1. Works with Medical Executive Committee to formulate dental policies and recommend procedural changes. Implement policy from Medical Executive Committee.
2. Confers with Fiscal Director to submit budget and statistical reports used to justify expenditures for equipment, supplies, and personnel.
3. Keep Executive Director abreast of current activities and situations within the dental departments.
4. Observes, schedules, and assists staff members at work to ensure safe and ethical practices and to solve problems and demonstrate techniques. Engages case consultations.
5. Establishes training program to advance knowledge and clinical skill levels of dental staff.
6. Implement and coordinate peer review for dental staff through the Medical Staff Peer Review committee.
7. Actively attend clinic staff meetings. Attend and participate in Medical Staff Committees.
8. Maintain good rapport with the Indian community and stay abreast of community needs.
9. Keep current with new techniques relating to all aspects of the dental field and related areas.
10. Develop and implement preventive dental activities for the community.
11. Maintain clear channels of communication with all staff.
12. Annual review and update of Dental Procedure and Policy Manual.
13. Working with the Standards Compliance Officer develop and implement a dental clinic Performance Improvement Program to ensure efficient, quality patient care as well as sustain positive employee morale.
14. Work with Executive Director on grants, audits, and any other matter that would affect funding for dental clinics.
15. In consultation with and under the direction of the Standards Compliance Officer ensure compliance to current OSHA regulations, Infection Control standards, safety and hazard procedures and accreditation requirements.
16. Aid in recruitment for new dental positions.

QUALIFICATIONS:

1. Graduate from an accredited U.S. Dental School.
2. Current California State License to practice dentistry.
3. At least five (5) years experience in private practice or clinical practice. Prefer at least two (2) years in Dental Administration.
4. California Radiation Safety certificate.
5. Current DEA Controlled Substance registration.

6. Current CPR certification.
7. *Indian Preference.

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

GRADE: Dental Director

APPROVED BY:

Executive Director

Date

Human Resources Director

Date

DATE OF LAST REVISION: 02/13 _____

DATE OF LAST REVIEW: _____

ASSIGNED SITE: Corning and/or Red Bluff