



JOB DESCRIPTION

JOB TITLE: Orthodontist
REPORTS TO: Dental Director
DEPARTMENT: Dental
LOCATION: Rolling Hills Clinics
740 Solano Street, Corning, CA 96021
2540 Sister Mary Columba Drive, Red Bluff, CA 96080
STATUS: Full-time, 100% FTE, Exempt, 40 hours per week

*"Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Band's Preference Policy (**Chapter 1-715** of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage."*

POSITION SUMMARY

The Orthodontist will be under general supervision of the Dental Director and will provide orthodontic services to Rolling hills Clinic patients as permitted by licensure from the State of California. The Orthodontist will check patients for their need for braces or mouth guard appliances to treat malocclusion (such as overbites), overcrowded teeth, gaps, and other conditions (such as TMJ). They will apply braces and aligners to the teeth of adults and children, create and fit retainers, and mold night guards and other appliances. Schedule regular checkups to make adjustments to braces and track patient progress. Maintain visual inspections to digital X-rays and various diagnostic tests to determine the condition of a patient's teeth and the best treatment options. Occasionally, plaster molds of patient teeth to analyze any occlusion issues.

DUTIES & RESPONSIBILITIES

1. Provide high quality of orthodontic services to Rolling Hills Clinic patients.
2. Provide complete dental examinations and treatment planning which include take X-rays, evaluate patients, apply braces and retainers, and create mouth guards to address TMJ and teeth-grinding issues.
3. Maintain current with new techniques relating to all aspects of the orthodontics field and related areas.
4. Coordinate and supervise staff functions and duties during patient care.
5. Participate in the annual review and update of the Orthodontic policy and procedures.
6. Read and accurately interpret dental radiographs in a manner that ensures member, and/or parent/guardian, comprehension and share findings with member.
7. Accurately diagnose and help ensure thorough treatment of dental illnesses, disease, and disorders
8. Prepare patients for dental health services and instruct them in appropriate post-dental treatment, diet, medication, and oral hygiene.
9. Answer patient questions and perform procedures considering patient comfort levels..
10. Actively participate in meetings as assigned by department director.
11. Maintain positive public relations with patients, guests and staff.
12. Obtain and accurately record basic medical and dental histories and other relevant information for updating member registration information.
13. Perform dental lab procedures as necessary.

14. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
15. Must maintain compliance with ergonomic safety standards; be mindful of posture and regularly practice ergonomic stretches.
16. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
17. Safety: Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
18. Other duties as assigned by Supervisor.

SCOPE OF WORK

19. Be able to see a minimum of 12 members per day, and complete accurate documentation of visit into the electronic dental record (EDR) system by the end of scheduled shift.
20. Work as a dental team assisting other providers in completing their responsibilities as necessary, e.g., seeing members, processing refills, clearing member approval queue, and provider inbox.
21. Manage members with behavioral problems or handicapping conditions.
22. Ensure completion of medication refills for dental procedures before member is dismissed from visit.
23. Maintain requirements of licensure, DEA certification and board certification if hired as board certified. Fulfill and maintain requirements for credentialing, privileging internally and externally with payers and regulatory bodies.
24. Staying up to date on braces technology and other corrective appliances for the teeth and jaws.
25. Provide comprehensive, high quality dental services to members, regardless of age, sex, gender identification, income, national origin or language.
26. Consider individuals' cultural, psychological, social and environmental factors in creating treatment/care plans.
27. Participate in trainings of other dental and orthodontic personnel as requested.

MINIMUM QUALIFICATIONS

1. Must have a Diploma from accredited School of Dentistry and valid license to practice dentistry as a dentist in California.
2. Must have an orthodontic certificate from an accredited the American Dental Association (ADA).
3. Phase 1 Orthodontic treatment experience a plus
4. A current DEA Controlled Substance registration.
5. Invisalign trained and certified
6. In depth knowledge of various molds and orthodontic appliances.
7. Two (2) years of experience in private practice or clinical practice.
8. A current CPR certification.
9. A valid California driver's license and proof of personal automobile insurance.
10. Excellent communication and written skills.
11. Ability to work independently and as part of a multi-disciplinary team.
12. Ability to work well under pressure analyzes and evaluates individual member's needs, reach sound conclusions and make appropriate recommendations.
13. Must be detail oriented and be able to multi-task effectively.
14. Demonstrate clear knowledge of Rolling Hills Clinic structure, standards, procedures and protocols.
15. Must have ability to relate and communicate effectively with community interest groups, agencies, and medical facilities that serve the American Indian Community.

LOAN REPAYMENT PROGRAM

Rolling Hills Clinic is a National Health Service Corp (NHSC) approved site where primary care physicians who are eligible for loan repayment funding can fulfill their service obligation. Rolling Hills Clinic is an Indian Health Program site for Indian Health Services (IHS) Loan Repayment Program.

NOTE TO APPLICANTS: Please be advised a post job offer, pre-employment Drug Testing, Physical and TB test are required as a condition of employment. Additionally, you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

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. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. 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

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. 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.

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 any time 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. 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.