

COMMUNITY HEALTH CENTER

JOB DESCRIPTION

POSITION TITLE: Dental Director

REPORTS TO: Executive Director

Position Summary:

A full time, non-exempt position responsible for administering, maintaining and expanding a program of primary (and in selected instances, secondary care) and preventive dental care in a community health center setting. The Dental Director supervises the dental staff of the community health center and represents the dental staff to the Executive Director. The Dental Director provides dental advice and counsel to the Executive Director and the Board of Directors of the corporation.

Essential Functions:

1. Examines individuals requesting care, diagnoses their dental/oral conditions, prescribes and carries out, or directs others in carrying out, appropriate dental/oral treatment, or refers individuals for specialty consultation or treatment in conformance with approved clinical protocols and guidelines.
2. Records patient-dentist transactions as they occur in the patient's dental record so that the dental record accurately and completely reflects the nature of the contact, the condition of the patient and the care or treatment provided. In addition the Dental Director shall complete referrals, data collections instruments and other records or paper works as shall be required from time to time by the corporation.
3. Educates individuals in the nature of oral health related conditions and in the general promotion of oral health related disease prevention.
4. Serves on the dental staff and other center committees as assigned. Serves as Chair of the Dental Department's PI committee and Peer Review Committee.
5. Prepares and submits monthly written reports on Dental Department issues, concerns, program status, initiatives, and progress to the Clinical Director for submission to the Executive Director and the Board of Directors. Prepares specific reports as requested by the community health center's Executive Director.
6. Assists in the provision of continuing education, on-the-job training, and the orientation of community health center staff as requested.
7. Designs, develops, and implements appropriate Dental Department policies, protocols and procedures which are in compliance with the most current accepted professional standards.

8. Assists in the provision of technical assistance and health education to the community as requested.
9. Assists in the preparation of an operating budget for the Dental Department and in conjunction with the Chief Financial Officer and the oversees compliance with the Dental Department's budget. In addition, the Dental Director shall prepare special grant and project budgets as required to meet the goals of the corporation.
10. Participates in short and long term program planning for the Dental Department and the agency, including development of goals and objectives.
11. Provides consultation to the Executive Director and the Board of Directors regarding dental and oral health issues.
12. Travels when necessary to fulfill the corporations needs and attends meetings as necessary to represent the corporation and/or the Dental Department.
13. Participates in the preparation of grant applications for the corporation and assumes primary responsibility for developing and implementing the corporations dental health care plan.
14. Assists in the coordination and integration of the corporation's dental programs and services with other corporate programs and services for the welfare of the corporation's patients.
15. Performs periodic evaluations of all Dental Department professional providers as directed by the policy of the corporation.
16. Supervises, advises, counsels and disciplines all Dental Department professional providers in conjunction with the Executive Director of the corporation and approves leave status for Dental Department professional providers and ancillary staff.
17. Responsible for personal as well as Departmental full compliance with all applicable federal, state, local and center rules, regulations, protocols and procedures governing the practice of dentistry and the clinical provision of dental care as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality.
18. Participates in recruitment/retention activities of the corporation as necessary.
19. As directed by the Executive Director, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.

Education and Training:

1. Graduation from an accredited dental school
2. Completion of an accredited general practice residency program is preferred
3. Minimum of five years clinical experience preferred
4. Ability to be clinically fluent in Spanish preferred
5. Knowledge of public health principles and practices preferred
6. Administrative, management, PI, and budget development experience preferred
7. Excellent interpersonal and written communication skills required
8. Ability to maintain appropriate clinical privileges required, hospital privileges preferred
9. FTCA coverage or private professional malpractice insurance obtainable

Licensure and Credentials:

1. Unrestricted license to practice dentistry in the State of Texas (Not applicable to commissioned NHSC/PHS officers)
2. Current CPR (BLS) certifications. ACLS preferred
3. Texas DPS and DEA registrations
4. Medicare and Medicaid provider numbers

Skills and Abilities:

Requires a comprehensive knowledge of primary dental care in outpatient settings. Knowledge of the principles and practice of modern dentistry as related to public health organizations and community health programs as well as current social and economic problems pertaining to public health and their impact on primary health care. The Dental Director must be cognizant of the prevalent stressors and their impact on both the professional provider and the patient populations in the community health center primary care settings. The individual in this position must also be aware of pressures, economic and other wise, from private, public and legislative arenas as they mold the climate in which public health agencies operate. The Dental Director of the center must be able to creatively work with other health care professionals from a variety of disciplines to achieve maximal productivity and programmatic effectiveness while continuously promoting the growth and development of fellow professionals, exercising appropriate supervisory control and displaying good work judgment.

Typical Physical Demands:

Prolonged sitting or standing may be required. Those physical movements and the degree of mobility normally associated with the practice of primary care dentistry will be performed on a repetitive basis. The ability to distinguish letters and symbols, as well as the ability to utilize telephones, computer terminals, and copiers is required. Work under stressful conditions as well as irregular hours may be required. Frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.

OSHA Blood Borne Pathogen Exposure Classification:

Category I

Job Class and Step Range:

DDS/DMD / Steps 1-15 with Additional per annum

The center reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

Approved: _____ Date: _____

REVISED 10/98