



UNITED INDIAN HEALTH SERVICES, INC.

Job Description

UPN:
Job Title: Dentist
DOT Code:
Division: Clinical Services Division
Department: Dental
Section: Humboldt Dental Section
Location: Potawot Health Village, Arcata
Shift: Monday – Friday
Report To: Clinical Dental Director
Salary Level: Grade 15-18
FLSA Status: Exempt – Salaried
Updated On: February 20, 2003

SUMMARY:

Provides comprehensive dental care, diagnosis and treats, injuries, malformations of teeth and gums and related oral structures.

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

- Provides routine and emergency dental services including: diagnosis and treatment plans, general restorative procedures, crown and bridge construction, removable prosthetics, uncomplicated endodontics and minor oral surgery.
- Administer and prescribe medications, anesthetics, and medicaments.
- Prophylaxis, scaling, subgingival curettage, root planning and education of patient in oral hygiene instruction.
- Maintain license and education with current techniques and procedures in the field of family practice dentistry.
- Assist in development and implementation of clinic policies and procedures.
- Make referrals to appropriate UIHS clinic programs/departments or to outside agencies as needed.
- Attend and participate in dental staff meetings and other committee meetings as assigned by the Dental Director.
- Assist with in-service and on-going training of clinic staff with the assistance of the Dental Clinic Coordinator and/or Dental Director.
- Commute to satellite facilities or community education activities as arranged.
- Make referrals to appropriate UIHS clinic programs/departments or outside care providers as needed.
- Comply with OSHA training requirements of dental staff.
- Adheres to accreditation and compliance standards/guidelines.
- Maintains a professional, organized, clean working environment by following organizational policies, guidelines, and safety standards.
- Assist in development of departmental policy, procedures, and quality improvement activities within the clinic as directed.

SUPERVISORY RESPONSIBILITIES:

Assist with supervision of one to two subordinate supervisors who supervise a total of ten to twenty employees in Dental Services Management and Humboldt Clinical Section. Is responsible for assisting in the overall direction, coordination, and evaluation of this unit. 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 and/or EXPERIENCE:

- Graduation from a United States accredited dental school; or equivalent combination of education and experience.

LANGUAGE 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 instruction furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Shall possess a current license to practice dentistry in the State of California.
- Must have a current California Dental X-ray certificate.
- Shall possess a valid Controlled Substances Registration Certificate.
- Shall possess valid driver's license. Shall be insurable under the agency's vehicle insurance and provide proof of private vehicle insurance.
- Shall possess CPR certification within six months of hire.
- Shall be able to be enrolled as a Medi-Cal or other insurance provider.

OTHER SKILLS AND ABILITIES:

- Ability to operate and maintain standard dental equipment.
- Shall have familiarity with dental terminology.
- Ability to work with American Indian people and be sensitive to their culture.
- Must be able to present a positive working environment.
- Must be able to work with a wide variety of people in a positive manner.
- Must have the ability to travel both locally and overnight.

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; use hands to finger, handle, or feel objects, tools, or controls, and talk or hear.
- The employee is occasionally required to stand and walk.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and vibration. The employee is frequently exposed to fumes or airborne particles and risk of electrical shock. The employee is occasionally exposed to toxic or caustic chemicals and risk of radiation. The noise level in the work environment is usually moderate to high.

Employee Signature

Date