



Consolidated Tribal Health Project, Inc.

POSITION DESCRIPTION

POSITION: Dentist **DEPT:** Dental
REPORTS TO: Clinic Director **FSLA STATUS:** Exempt
SUPERVISES: Dental Assistants

POSITION SUMMARY: To provide general dental services to individuals and families. The incumbent should be an active, enthusiastic participant in helping CTHP to realize its mission and to provide the highest possible level of health care services.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. To provide comprehensive public health oriented dental services (consistent with the Department scope of work) to eligible persons to include: diagnostic, consultation/referral, emergency, preventive, restorative (operative), endodontic, prosthetic (to include fixed and removable), periodontic, orthodontic (limited), and oral surgery services.
2. To provide all general clinic services such as exams; determination of service priorities (CHS levels of care) as appropriate, oral hygiene instruction, to include use of fluorides, and periodontal assessment with emphasis on individual home care instruction, and other required dental duties.
3. To assist the Dental Director, as directed, in all reporting and evaluation requirements in compliance with IHS; supervise Dental Assistants; oversee department operations in the absence of the department director (as advised by the department director); provide in-service training to staff; participate in specialty clinics with other members of the health team (e.g., mini health fair, children health fair, preventive presentations at rancheria, schools and camps); and to work collaboratively with other members in planning to meet the health needs and compliance of clients/patients.
4. To attend and participate in staff meetings, assist and work with the Executive Director and department managers in maintaining communication relative to overall operation of the clinic.
5. Actively join in inter-departmental activities as necessary to maintain/promote high clinic morale, and thus ensure an effective organization.
6. To assist department director in areas of patient communications such as recall notices, follow-up appointments, broken appointments, billing questions, third party payer difficulties (e.g., Medi-cal problems), to assist receptionist in areas appropriate to Dental Department needs e.g., proper appointment timing, chart maintenance, protocols).
7. Assist in maintaining a **drug inventory system and a tickler file system**, as needed.
8. To assist in preparation of grants and other funding activities, as directed.
9. To work to assure that the clinic practices state-of-the-art prevention and treatment methods, and scrupulously complies with recommended and mandated health-provider regulations/guidelines.
10. To constantly improve CTHP services and to assure the highest quality standards, the incumbent should actively participate in appropriate continuing education opportunities, share information/findings, and institute methods, practices and protocols, as appropriate.
11. To represent the highest standards of the dental profession, and to manifest appropriate caregiver demeanor.
12. To strive to promote CTHP's image and standing in the larger community.
13. To act as a role model for, and provide information/encouragement to, those members of the CTHP patient community who may aspire to health-care careers.
14. Consolidated Tribal Health Project employee will follow all rules, policies and procedures set by the clinic and their individual departments.
15. Additional Duties as assigned

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, CTHP 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.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: CTHP is required to implement the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. As such, it is unlawful for employees to manufacture, distribute, dispense, possess, or use a controlled substance on the job site. Employees who are reasonably suspected of violating this act may be subject to drug testing as a condition of employment. Employer required fitness examinations shall include drug testing as evidence of employee and employer compliance with the Drug-Free Workplace Act.

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 use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and/or smell. The employee is occasionally required to walk; sit and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and depth perception.

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 average.

Health Insurance Portability and Accountability Act (HIPAA)

This act was enacted to deal with three main areas with regard to patient information.

1. Security of health information;
2. Standards of electronic transactions; and
3. Privacy of ‘individually identifiable health information.’”

Consolidated Tribal Health Project, Inc., is an At-Will Employer for the first 90 days of employment, if you do not satisfactorily complete the 90-day probation this may result in extension of probation or up to and including termination.

I have read and understand all aspects of this job description

Employee Signature

Date

CTHP HR Signature

Date