

**POSITION SUMMARY:** Under the clinical direction of the Chief Medical Officer, the Dental Director performs various duties in accordance with the needs and scope of T.H.E. Clinic's, Inc. This individual must be one who thrives in an environment centered in values of respect, integrity, compassion, confidentiality and excellence.

**Essential Duties and Responsibilities:**

**For the purposes of this job description Dental and Medical are used synonymously.**

1. This individual is a Dentist who participates in and facilitates care of patients; performs patient physical examinations and obtains accurate medical histories; reviews health records and assesses medical conditions; completes clinical resumes, progress notes and orders
2. Assists with specific medical, clinical and programmatic operations; counsels patients regarding their health; prepares reports and summaries as necessary.
3. Performs diagnostic and therapeutic procedures as delineated by medical privileges including initiation of emergency stabilization; records and presents data to the supervising physician; refers patients for outpatient specialty testing to facilitate prompt evaluation and treatment as needed
4. Instructs and counsels patients pertaining to their physical and mental health, including diets, social habits, medications, and treatment of injury or illness and follow-up care; provides health information to patients and their families as necessary
5. Participates in outpatient clinical duties, and assists with communications to referring physicians; attends and assists with preparation of conferences; maintains working knowledge of departmental policies and procedures
6. Provides quality clinical supervision to Dentists, Dental Assistants and Dental Hygienist, students or interns as assigned
7. Provides clinical direction and supervision over grant programs that target specific populations related to dentistry. Submit qualitative reports as required by funding sources
8. Participate in various educational speaking engagements or outreach activities when required
9. Maintains working knowledge of departmental policies and procedures. Participate in peer review and quality improvement and departmental meetings
10. Maintains current Licensure and participate in on-going continued medical education
11. Participates in internal and outside clinical and administrative meetings of which T.H.E. is a member or benefit the sustainment of T.H.E. Clinic Inc.
12. Other duties as assigned

**Education and/or Experience Required:**

- Valid and active Dental License from the State of California is required, supplemented with min. three (3) years of related work experience.
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds
- Excellent organizational skills.
- Excellent oral and written communication skills.
- Computer proficiency
- Experience working with non-profit agencies and local community-based organizations a plus.
- Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
- Some supervisory experience preferred.
- Bilingual preferred

**Physical Demands:**

The physical demands 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 and talk, listen or hear. The employee is occasionally required to stand; use hands to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.