Position Summary
Responsible for the provision of direct dental services to both adults and children in accordance with the protocols, policies and procedures of the Saban Community Clinic.

Essential Functions
Patients Services: Ensure that patients/clients receive quality, timely, professional services in accordance with Clinic’s mission and values.
1. Provide direct patient care within the scope of general dentistry, including endodontia and exodontia.
2. Through teamwork and accountability resolve patient complaints and concerns.
3. Exhibit behavior and attitudes of courtesy and respect to patients and members of the health care team.
4. Act as a resource to resolve patient and staff concerns.

Communications: Ensure effective, professional communications within and outside of the Clinic setting.
1. Communicate effectively with all levels in the Agency.
2. Consistently utilize and facilitate effective strategies to communicate pertinent information in a timely manner
3. Through teamwork and accountability exhibit behaviors and attitudes of courtesy and respect for all members of the Division/Work unit in accordance with Clinic’s mission and values.
4. Establish/maintain contacts and relationships with outside agencies, government entities, vendors, volunteers, staff as a representative of the Division/Work Unit when appropriate.
5. Perform trouble shooting when problems or difficult situations arise and take independent action to resolve such situations.

Regulatory Compliance: Ensure compliance with regulatory agencies, contractual obligations and funding sources.
1. Assist in the Dental Services’ peer review, including auditing charts and participating in the Dental Advisory Panel.
2. Ensure compliance with regulating agencies (OSHA, CDC, and Dental Board of California).
3. Perform functions, duties and /or services in compliance with regulatory agencies, dental policies and procedures, contractual obligations and funding sources.
4. Maintain records/documents in accordance with dental policies and procedures, contractual obligations and funding sources.

Physical Activity: Perform all or some of the following tasks during the workday: reading, writing, speaking, listening, sitting, standing for a long period of time, walking, and lifting up to 25 lbs. and manual dexterity.

Equipment Used: Operate any or all of the following: personal computer, telephone, copy machine, facsimile, and various dental equipments.

Position Requirements: These are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines.

To perform effectively in this position, the incumbent must have:
• Current California license to practice dentistry
• Graduate from an American accredited dental school preferred
• Prior experience in community dentistry preferred
• Prior experience working on children preferred
• Demonstrated ability to respond with sensitivity to people of diverse cultures and various lifestyles
• Demonstrated ability to work with professional and lay volunteers
• Fluency in written and spoken English required
• Fluency in written and spoken Spanish preferred
• Willingness to interpret Spanish or other foreign languages (if fluent) into English
• Willingness to commit to the philosophy and goals of the Saban Community Clinic

The incumbent must be able to perform this job safely, without endangering the health or safety of him/herself or others.

**Acknowledgement:**
I have been given a copy of this position description. I understand that I may be asked to perform responsibilities and duties not listed in the description and that my duties may change at any time, according to the clinic’s needs. Nothing in this position description is intended to create a contract of employment of any type. Employment at the Saban Community Clinic is strictly on an at-will basis.

<table>
<thead>
<tr>
<th>Employee Name (please print)</th>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

I certify that I have discussed the position description with the employee.

<table>
<thead>
<tr>
<th>Supervisor Name (please print)</th>
<th>Supervisor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

cc: Incumbent  
Employee’s File  
Supervisor