



## Job Description

**Position Title:** Dentist  
**Department:** Dental  
**Position reports to:** Medical Director/Dental Supervisor

### Position Summary:

Works under the supervision of the Medical Director/Dental Supervisor in accordance with established policies and procedures, comply with California State regulatory requirements. Provides comprehensive dental services to adult and children.

### Responsibilities:

- Perform dental services including oral examinations, order and interprets radiographs, prophylaxis, fillings, extractions, root canals, periodontal treatments, oral surgery, sealants, stainless steel crowns, space maintainers, performs follow-up services.
- Diagnose and treat diseases, injuries and malformations of teeth and gums.
- Records findings in dental charts and takes a comprehensive medical and dental history.
- Present and explain to patients a treatment plan.
- Educate and give patient oral hygiene instructions to include fluorides.
- Prescribes and determines appropriate dosage of medication.
- Demonstrates good judgment when a dental problem is beyond the scope of services provided in the dental clinic.
- Develops and maintains list of referrals for specialty care.
- Consistently inquires and records the possibility of pregnancy before utilizing radiological imaging.
- Enforce the use of proper shielding technique.
- Maintains and updates patients charts records and information.
- Fill-up and sign all charge slips for billing purposes.
- Works closely with Dental supervisor to determine appropriate co-pay.
- Works closely with volunteer dentist to assure all required standards are met.
- Refers volunteer dentist to Dental supervisor to initiate a process of joining dental staff.
- Works with Dental supervisor when scheduling volunteer dentist services for special projects.
- Works closely with Dental supervisor and receptionist to facilitate the scheduling of dental appointments, chart maintenance, protocols.
- Respectfully remind parents the need to supervise their children while going undergoing under dental treatment.



- Advise patients regarding dental health practices.
- Complies with contract terms relative to licenses and insurance.
- Follows security policies and procedures when encountering inappropriate threatening patient behavior.
- Anticipates the need for supplies and notifies the Dental assistant on a timely basis utilizing the order book.
- Promptly notifies the Dental assistant of supplies needed to be return.
- Inform Dental supervisor of new products available that may be appropriate to use in the Dental clinic to increase quality of care.

### **Quality Enhancement:**

- Develops and maintains a system of peer review which follows policies and procedures.
- Develops and create new policies and procedures when necessary.
- Works closely with Dental Supervisor in the development and maintenance of patient evaluation tool of dental clinic services.
- Investigates and develops appropriate quality control procedures.
- Consistently follows universal precautions.
- Closely observes the activities of the dental assistant to assure that cleaning and sterilization procedures are correctly followed.
- Consult with appropriate hospitals or dental clinics in the development of cleaning and sterilization procedures and maintains standards equal to a hospital.
- Works closely with Dental Supervisor and ensure a maintenance program of all dental equipment.
- Ensure the collection of MSDS on all dental materials use in the department.

### **Observes CMOAR Appearance/Dress Standards**

- Observe regulations on time card use and reporting.
- Maintain attendance as a policy.
- Maintain a clean and safe work area.
- Observe general safety/employee Health policies and procedures.
- Maintain a current annual health screening.
- Observe CMOAR Appearance/dress standards.
- Maintain the privacy and confidentiality of both patient and employee with regard of medical records.
- Display clearly a visible identification.
- Treat all patients with respect and dignity and adheres' to the Patient Bill of Rights.
- Treat all employees with respect and dignity in accordance to non-discriminatory policy and procedure.



- Treat all employees/patients in a courteous and professional manner.
- Conduct only work related conversations when clients are waiting for service.
- Do not discuss other staff members, policies, problems or medical care in public areas of clinic.

### **Qualifications/Requirements:**

- DDS, degree from accredited school of Dentistry
- Current, Valid California State Board License and DEA
- Minimum 1 year of practice of general dentistry in the community preferred.
- Ability to carry or lift 25 lbs.
- Demonstrates an attitude of cooperation and professionalism when working inside and out of the department.
- Demonstrates the ability to be self directed and initiated.
- Ability to function as a member of a team promoting and atmosphere of cooperation
- Ability to adapt to working with clinic patients and their special needs.
- Knowledge of OSHA regulations and labor laws
- Must provide proof of up-to-date COVID-19 vaccinations including recommended doses in the primary series AND booster dose when eligible.

### **Working Conditions:**

- Fast pace community clinic.
- Exposure to blood borne diseases.
- Exposure to communicable diseases.

### **Protective Equipment:**

- Gowns, gloves, mask, face shield.

### **Immunizations-Recommended:**

- Hepatitis B vaccine.
- Knowledge of Rubella and Varicella immune status.
- Rubella Vaccine as applicable.
- Baseline assessment of TB immune status.
- At least yearly assessment of TB immune status skin test if not already positive.



**Clinica**  
*Monseñor Oscar A.*  
**Romero**

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