

T.H.E. HEALTH AND WELLNESS CENTERS JOB DESCRIPTION

POSITION: DENTIST
DEPARTMENT: MEDICAL UNIT
STATUS: Full-Time, Exempt

POSITION SUMMARY: Under the clinical direction of the Dental Director and Chief Medical Officer, the Physician performs various patient care duties in accordance with the needs and scope of T.H.E. Health and Wellness Centers. This individual must be one who thrives in an environment centered on values of respect, integrity, compassion, confidentiality and excellence.

Essential Duties and Responsibilities:

Clinical Skills:

1. Provides the following dental services for adults and children: scaling, extractions, exams, periodontal treatment, fillings, and root canals, and other dental services according to medical staff practice guidelines.
2. Demonstrates good judgment when a dental problem is beyond the scope of services provided in the clinic, by appropriately referring the patient.

Administrative:

1. Sets up clinic patient – related protocols and ensures all dental clinic personnel adhere to it.
2. Provides close supervision of the activities of the dental assistant.
3. Is responsible for the actions of the dental assistant.
4. Develops and maintains a list of referrals for procedures beyond the scope of services.
5. Works closely with Dental assistant to gather required statistics.
6. Works closely with Dental supervisor to determine appropriate co-pay for dental services.
7. Works closely with volunteer dentist to assure all required standards are met.
8. Schedules volunteer dentist based on needed in-house services.
9. Works with Dental Supervisor when scheduling volunteer dentist services for special projects.
10. Schedules dental assistant services for volunteer dentist.
11. Refers volunteer dentists to Dental Staff Office to initiate process of joining dental staff.
12. Supervises volunteers and students assigned to dental clinic.
13. Complies with contract terms relative to licenses and insurance.
14. Works closely with Dental receptionist to facilitate the scheduling for dental appointments.
15. Utilizes computer network to coordinate appointments for the dental clinic.
16. Utilizes locker system to provide secure environment for personal property as applicable.
17. Follows security policies and procedures when encountering inappropriate threatening patient behavior.
18. Keeps security doors locked between dental waiting area and dental clinic as applicable.
19. Respectfully reminds parents that they need to supervise their children and/or have a responsible adult supervise their children while undergoing dental treatment.

Quality Enhancement:

1. Develops and maintains a system of peer review which follows the policies and procedures.
2. Consistently follows Universal Precautions.
3. Develops and maintains a policy and procedure for cleaning and sterilization of dental instruments.
4. Closely supervises the activities of the dental assistant to assure that cleaning and sterilization procedures are correctly followed.
5. Consults with appropriate hospital departments in the development of cleaning and sterilizations polices and procedures and maintains standards equal to that if the hospital.
6. Develops and maintains equipment maintenance program utilizing appropriate hospital resource.
7. Develops and maintains policies and procedures pertaining to the use of radiological imagining in the dental clinic.
8. Consults with the Dental Director during the development of radiological imaging policies and procedures.
9. Always inquires and records the possibility of pregnancy before utilizing radiological imaging.
10. Always uses proper shielding techniques.
11. Develops and maintains appropriate system for handling and disposing of x-rays developing solutions.
12. Complies with Haz-Mat standards.
13. Obtains and maintains a MSDS for all solutions and products used in the dental clinic.
14. Investigates and develops, as appropriate, quality control procedures.
15. Develops and maintains a schedule of routine cleaning of dental equipment, chairs, tables, etc., using hospital approved solutions for this purpose.
16. Closely supervises the dental assistant to assure that a schedule of regular, thorough cleaning is done.
17. Works closely with the Dental Coordinator in the development and maintenance of the patient evaluation tool of dental clinic services.

Education and/or Experience Required:

- Current valid California Dental License and DEA number.
- Graduated from accredited dental school
- 1 year or more practice of general dentistry in the community preferred.
- Experience working with non-profit agencies and local community-based organizations a plus.
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds
- Ability to interact effectively at all levels within the organization
- Excellent oral and written communication skills
- Excellent organizational skills
- Proficient in computer skills
- Experience utilizing an Electronic Medical Records (EMR) system is highly desirable

- Ability to consistently function in an environment that includes varying and unpredictable circumstances while exercising appropriate interpersonal and critical thinking skills.
- Demonstrate 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 promotion and atmosphere of cooperation.
- Ability to adapt to working with clinic patients and their special needs.
- Ability to educate patients and families.
- Knowledge of OSHA needs and regulations.
- Knowledge of labor laws.
- Bilingual preferred.

Working Conditions:

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

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.

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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 20 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Job Description Disclaimer

This position requires compliance with Health Center’s written standards, including its Standards of Conduct and policies and procedures (“Written Standards”). Such compliance will be an element considered as part of the *Dentist’s* regular performance evaluation.

Failure to comply with T.H.E. Health and Wellness Centers’ Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center’s Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with T.H.E. Health and Wellness Centers’ Compliance Program Policy and Procedure.

I have reviewed and understand the job functions required of me for the position in employment with T.H.E. Health and Wellness Centers. I understand that T.H.E. Health and Wellness Centers reserves the right to modify job duties or job descriptions at any time.