

COMPREHENSIVE COMMUNITY HEALTH CENTERS, INC.
JOB DESCRIPTION

EFFECTIVE DATE: 01/14/2019

POSITION: DENTIST
REPORTS TO: DENTAL DIRECTOR
FLSA STATUS: EXEMPT

JOB SUMMARY

Responsible for providing clinical dental services and preventive dental care in a community health center setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Examines individuals requesting care, diagnoses their dental/oral conditions, prescribes and carries out, or directs others in carrying out, appropriate dental/oral treatment, or refers individuals for specialty consultation or treatment in conformance with approved clinical protocols and guidelines
- Records patient-dentist transactions as they occur in the patient's dental records so that the dental record accurately and completely reflects the nature of the contract, the condition of the patient and the care or treatment provided
- Required to complete referrals, data collections instruments and other records or paper works as shall be required from time to time
- Educates individuals in the nature of oral health related conditions and in the general promotion of oral health related disease prevention
- Serves on the dental staff and other center committees as assigned
- Prepares specific reports as requested by the community health center's Dental Director
- Assists in the provision of continuing education, on the job training, and the orientation of community health center staff as requested
- Responsible to adhere to the dental department policies, protocols and procedures as directed by the Dental Director which are in compliance with the most current accepted professional standards
- Assists in the provision of technical assistance and health education to the community as requested
- Participates in short and long term program planning for the dental department and the agency, including development of goals and objectives
- Travels when necessary to fulfill CCHC's needs and attends meetings as necessary to represent the dental department
- Assists in the coordination and integration of the corporation's dental programs and services with other corporate programs and services for the welfare of the patients
- Responsible for personal full compliance with all applicable federal, state, local and center rules, regulations, protocols and procedures governing the practice of dentistry and the clinical provision of dental care as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality
- Participates in recruitment/retention activities of the corporation as necessary
- Responsible for supervising the dental assistants and dental hygienists of the community health center in the absence of the Dental Director

- Performs other related and/or necessary tasks assigned by the Dental Director

EDUCATION, TRAINING AND EXPERIENCE

- Graduation from an accredited dental school
- Completion of an accredited general practice residency program is preferred
- Ability to be clinically fluent in Spanish preferred but not required
- Unrestricted license to practice dentistry in the State of California
- DDS/DMD and DEA registration

PATIENT INTERACTION EXPECTATIONS

- Greet patients by name before they greet you
- Personalize the patient's experience
- Set appointment agenda at the beginning of appointment
- Explain to each patient the plan & next steps

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of public health principles and practices preferred
- Excellent interpersonal and written communication skills required
- Requires a comprehensive knowledge of primary dental care in outpatient settings
- Knowledge of the principles and practice of modern dentistry as related to public health organizations and community health programs as well as current social and economic problems pertaining to public health and their impact on primary health care
- Ability to keep all Dental and DEA License, CME, etc., current
- Ability to know how to listen, as well as how to explain complicated conditions or procedures to someone with no medical and dental background
- Must have the analytical skills to review symptoms and test results and determine a diagnosis and appropriate treatment
- Good interpersonal skills are needed in communicating clearly and compassionately with patients and their families
- Ability to stay abreast of new techniques, new equipment and be contemporary with the latest dental discoveries
- Effectively work patients into their schedules as the caseload demands and respond to a variety of unforeseen daily circumstances, including emergency care of patients
- Ability to see patients in a timely and efficient manner, staying reasonably on time for scheduled appointments throughout the day, unless exceptional circumstances occur
- Ability to find solutions when barriers are identified
- Strong documentation skills
- Ability to multi-task and prioritize when needed
- Ability to independently seek out resources and work collaboratively
- Ability to read, understand and follow oral and written instructions
- Experience and work ethics that supports working within a high functioning, team-oriented environment

- Demonstrates a willingness and ability to work under supervision
 - Ability to develop and maintain good working relationships with staff
 - Ability to use computer and learn new software programs
 - Excellent interpersonal skills reflecting clarity and diplomacy and the ability to communicate accurately and effectively with all levels of staff and management
 - Demonstrates ability to work in a regulatory climate that includes oversight of state and federal entities, payer contracts etc.
 - Possesses ability to communicate effectively, both verbally and in writing
 - Possesses genuine respect for others and acceptance of their individual social and cultural traits
 - Proficient knowledge of Microsoft Outlook
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- Able to travel and attend professional meetings, conferences, trainings and clinic sites
 - Demonstrate flexibility, enthusiasm, and willingness to cooperate while working with others in multi-disciplinary teams
 - Performs other related duties as assigned

PHYSICAL DEMANDS

Position requires prolonged sitting at a computer, some bending, lifting, stooping and stretching. Good eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, photocopy machine, telephone, and other office equipment is also required. Employee must have normal range of hearing and eyesight.

NOTE: The essential job functions for this position include, but may not be limited to those listed in this job description. Employees hired for this position must be able to perform the essential functions of this job without imposing significant risk of substantial harm to the health or safety of themselves or others.

I acknowledge and agree to the terms of the job description:

Employee Name

Date

Employee Signature

Supervisor's Name

Date

Supervisor's Signature