



Job Title: Dental Director
Department: Dental
Reports to: Health and Wellness CEO
FLSA Status: Exempt
Salary Grade: \$147,638.40 – \$236,225.60
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Health and Wellness CEO, the Dentist will render dental treatment, manage staff, operate and promote the dental program, oversee program budget, and report to the appropriate entity. Dental treatment includes, but is not limited to; restorative, fixed and removable prosthodontics, endodontics, oral surgery, prevention, scaling & root planning, and radiology required in the performance of such services.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Oversee the development and evaluation the KWC Dental program. This includes managing staff, directing the implementation of infection control protocols, patient treatment and scheduling, billing/receivables, training, ordering/budgeting, licensing, equipment maintenance, and safety practices.
2. If a Dental Health Aid Therapist (DHAT) at the KWC Dental program is certified by a competent jurisdiction, The Dentist will perform Supervisory Dentist responsibilities for Dental Therapist's consistent with any KWC Dental Health Aid Therapist Practice Agreement.
3. Monitor production of the clinic and make efforts to keep production at targeted levels based on forecast production and needs of the patient population.
4. Submit all required reports to Indian Health Services, Tribal Council, Health and Wellness Division (HWD) Executive Board of Directors, HWD CEO and COO and QI Coordinator as needed.
5. Attend and participate in various meetings in and outside of normal clinic hours.
6. Manage clinic specific programs such as Head Start, sealant clinic, orthodontic screening, and participate in health fairs and any other clinic specific program that is performed.
7. Perform comprehensive patient treatment utilizing dentistry's standard of care with an evidence-based approach to include:
8. Develop oral health disease prevention programing and oral hygiene procedures.
 - Review patient's medical chart for evidence of disease or abnormalities which could be adversely affected by dental treatment and take necessary precautions to insure safe and effective treatment.
 - Ensure proper referral of patients for necessary medical evaluation or specialty care if beyond the scope of general dental practice or the dentists training.
 - Perform oral examinations to include hard and soft tissues exams, diagnosing pathological/irregular conditions, and ensure that results of exam are properly recorded in patient's chart.
 - Develop patient treatment plans and ensure that the patient understands the plan.
 - Request required dental radiographs and performs radiographic interpretation.
 - Perform restoration of cavities utilizing common dental restorative materials.
 - Provide all appropriate dental disease prevention measures for each patient.
 - Perform single and multiple extractions of teeth from surgical vs. non-surgical extractions.
 - Remove localized foreign bodies from the gingival tissues and alveolar sockets.

- Perform root canal therapy on single and multi-rooted teeth.
 - Performs routine prosthodontic procedures to include crowns, bridges, and inlays/inlays.
 - Performs routine removable prosthodontic procedures to include partials, dentures, and splints.
 - Perform routine pediatric procedures to include fillings, cleanings, pulpotomies, stainless steel crowns, extractions, and space maintainers.
 - Diagnose malocclusions and refers for proper orthodontic treatment.
 - Treat oral and gingival infections.
 - Provide consultant services in administration matters related to dentistry. As necessary, may serve in other areas of incumbent's discipline.
 - Identifies and pursues methods of professional growth and career development in areas identified as a need for self and staff.
9. Operate according to the policies and practices of the dental services, Oregon Board of Dentistry, Tribal clinic policy, accepted dental materials, procedures, and techniques and dental publications.
 10. Use judgement in selecting and adapting techniques, procedures, and materials most appropriate for treating the specific problem of each patient. Situations requiring significant deviations from the guidelines are referred.
 11. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

PHYSICAL REQUIREMENTS

This position requires regular and recurring physical exertion such as standing, bending, twisting, reaching, and moving objects – including the human body up to 30lbs. The work requires color identification, close vision, and depth perception. The work also requires specific physical characteristics of the fingers and wrist such as dexterity in manipulating dental instruments and materials up to 10lbs of force. Work involves regular and recurring exposure to the hazards of radiation, detergents, solvents, acids, caustics, communicable diseases, airborne debris, anesthetic waste gases, high-pitched sounds and ultraviolet light. Special safety precautions are used to reduce exposure to contagious disease and radiation, including protective clothing and gear, such as face mask, surgical gloves, and protective eyewear. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Working with Dentrax & Romexis or other electronic health record systems.
2. Knowledge of dental terminology, coding, scheduling systems.
3. Knowledge of regulations on the confidentiality of medical records (HIPAA).
4. Must be able to organize, prioritize and deliver tasks in an effective, efficient and timely manner.
5. Must be computer literate. Exhibit a level of computer literacy sufficient to use software such as Microsoft Office and Windows 7 to maintain records and produce correspondence, documents, and reports.
6. Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds.
7. Must have the ability to manage a dental facility parallel to that of a private dental practice including accounts receivables, finance, production, marketing, patient care, vendors, maintenance and staffing.
8. Ability to work effectively with managers, co-workers, members of the public and professional groups.
9. Ability to communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude. Consistently maintains ethical

behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public.

10. Must be able to work independently with little or no direct supervision.

QUALIFICATIONS

1. Must have a Doctorate of Dental Surgery (DDS) or Doctor of Medicine in Dentistry (DMD) degree from an accredited school of dentistry.
2. Must have and maintain a license to practice dentistry in Oregon, or the ability to acquire licensure within 90 days.
3. Must have and maintain a Drug Enforcement Agency (DEA) license.
4. Must have and maintain current provider Basic Life Support (BLS) card.
5. Administering standard and moderately complex clinical dental treatments.
6. Experience as a Dental Director, preferred.
7. First Aid/CPR certification required or ability to obtain within 90 days of employment.
8. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.
9. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.