**Job Description**

**Sierra Family Health Center, FQHC**

**Dentist, DDS**

Administrative/Nevada City

**SUMMARY**

Under general direction of the Dental Director or Chief Executive Officer, and within the framework of established policies and objectives:

The Dentist, DDS, provides general and comprehensive dental services to include performing oral examinations and treatment of adults and children. Communicates health information to patients ensuring they are informed of examination findings, diagnoses and proposed treatment plans. In the absence of the Health Centers’ Dental Director the Dentist is responsible for the Dental Office operations, and would report to the Chief Medical Officer (CMO).

Dentists are required to practice dentistry as required by our Federal 330 mandate. Included in those requirements, but not limited to, are the following: mainstream standard dental care; see children for routine screenings; see patients with urgent needs as those needs arise; willing to see at least 14 patients per day; work with team-based dentistry that allows peer review and input; speak English proficiently and clearly.

**SUPERVISORY RESPONSIBILITIES:** None unless assigned by CEO, CO or Dental Director

**MAJOR DUTIES & RESPONSIBILITIES: JOB SKILLS**

* Goes regularly into “Read Only” in the medical eCW system to patient chart information when applicable
* Work closely with the Dental Director and Office Manager to troubleshoot problems in daily schedules as well as emergent patient care
* Knowledgeable of SFHC’s ***“sliding scale”*** for cash paying patients/patients with high deductibles
* Able to suggest SFHC’s ***translation services*** to patients in need
* Ability to offer Health Center’s ***Patient Prescription Assistance Program*** for low cost medications to patients in need
* Participate in quality assurance activities
* Able to enter patient health information into Dentrix
* Record patient treatment procedures in Dentrix software program
* Communicate with outside specialists to coordinate patient referrals
* Provides supervision and training of dental clinic staff
* Educate patients and patient family members regarding examination findings and proposed treatment
* Coordinate dental care with medical providers and specialists
* Notifies Dental Director if unsafe conditions develop at the Health Center Dental Office
* Communicate clearly and accurately with patients, and office staff
* Comply with Health Center’s policies and procedures
* Participate in continuous quality improvement activities to maintain a safe working environment adhering to SFHC policies & HIPAA/OSHA standards
* Attend Health Center Meetings and training programs as requested
* Maintain professional behavior towards patients and staff members

**QUALIFICATIONS, EDUCATION, EXPERIENCE**

Education:

* Graduate of an accredited U.S. Dental School, or, graduate of a foreign dental school
* Current California State License to practice Dentistry
* Current DEA License
* Current CPR Certification

Experience:

* 1 year experience as a Dentist preferred
* Basic office skills, basic computer skills, appointment scheduling, data entry
* Dentrix software experience preferred

Other:

* Willingness to train others and lead by example
* Able to effectively communicate with patients & personnel from diverse backgrounds
* Self-starter able to effectively manage multiple complex projects

**LANGUAGE SKILLS**

Has the ability to read and comprehend instructions, short correspondence, and memos. Has the ability to write simple correspondence. Has the ability to effectively present information in one-on-one and small group situations to patients, visitors, and other employees of the organization.

**WORKING CONDITIONS (during shift, overtime, weekends, & on call duties):**

* Frequent exposure to communicable diseases, toxic substances, medicinal preparations or other conditions common to a health center environment.

**WORKING RELATIONSHIPS**

Works closely with: RDH’s, RDA’s, Dental Receptionists, Sterilization Tech & Dental Office Manager. Must be able to work harmoniously with the entire group of dentists, and administrative and support staff.

FLSA Status: Exempt

Receipt of Position Description:

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Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_