

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: DENTIST
DEPARTMENT: DENTAL
SUPERVISOR: DENTAL DIRECTOR
CLASSIFICATION: EXEMPT

POSITION SUMMARY:

To provide general dental services to individuals and families. To promote and aid in the growth of the dental department.

ESSENTIAL JOB FUNCTIONS:

- To provide comprehensive public health oriented dental services to eligible persons to include diagnostic, consultation/referral, emergency, preventive, restorative (operative), endodontic, prosthetic to include fixed and removal, periodontic, orthodontic (limited) and oral surgery services.
- To provide all general clinic services such as exams, determination of service priorities (CHS level of care) as appropriate, oral hygiene instruction to include use of fluorides and periodontal assessment with emphasis on individualized home care instruction and other required dental duties
- Provide in-services training to staff. Participate in specialty clinics collaboratively with other members in planning to the health needs and complaints of clients and patients
- Assist and work with the Dental Director in maintaining strong communication relative to overall operation of the dental clinic
- Refer to specialists for treatment that cannot be provided within the LCTHC Clinic
- Other duties as assigned by the Dental Director

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- D.D.S. Degree from accredited university
- Current California dental license
- Valid California drivers license
- CPR certification (may be obtained after hiring but must be maintained thereafter)
- Evidence of current DEA registration
- At least one year of experience in the practice of dentistry beyond dental school is preferred
- Previous community clinic dental experience is desirable

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 30% of time is spent working at a desk. Balance of time (approximately 70%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside

agencies, in person, by telephone, and by email. Vision: Ability to view x-ray, dental records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 25 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard dental instruments and equipment, including dental x-ray, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a dental office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date

Revised 3/13/12