

POSITION DESCRIPTION

Title: Dental Director

Reports To: Executive Director of Health and Human Services

Supervises: Clinic Dentists, Dental Manager, Registered Dental Hygienist(s), Registered Dental Assistant(s), Dental Assistant(s), Yreka Dental Receptionist

Location: Yreka Dental Clinic

Salary: Depends on experience

Summary: The Dental Director is responsible to capably oversee the Tribal Dental Program under the Administrative jurisdiction of the Karuk Tribe. Shall be responsible for the development and coordination of all dental policies and procedures. Shall be responsible for the annual review and if needed revision of the Dental Fee schedule. Shall be responsible for the coordination and monitoring of all Dental Continuous Quality Improvement Activities, and shall serve as a member of the Accreditation Continuous Quality Improvement Committee (ACQI). Shall review all contracts with other dental providers and offer professional advice to the Executive Director. Shall attend Karuk Tribal Health Board Meetings and/or provide board reports as requested. The Dentist is required to provide primary dental care, dental staff supervision, coordinate training activities and institute preventative dental care programs. The Dental Director/ Dentist shall demonstrate the ability to appropriately diagnose and treat program patients of all ages to achieve the best results possible, within an estimated treatment time, with maximum concern for patient comfort and deliver quality care. Then appropriately document: findings, diagnosis, patient's medication conditions, allergies, patient's general oral health and treatment rendered.

Responsibilities:

1. Demonstrates the ability to sufficiently provide direction of dental services, which includes development of protocols, standard procedures, and management of all patient care related activities

2. Displays age-specific competencies in working with:
 - Infants
 - Toddlers
 - Preschool
 - School Age
 - Adolescents
 - Early Adult

- Middle Adult
 - Geriatric
3. Shall capably review the dental policies and procedures manual annually.
 4. Shall appropriately supervise dental auxiliary staff.
 5. Shall efficiently coordinate and monitor all dental CQI activities and report as directed.
 6. Shall appropriately serve as a member of the Credentialing and Privileging Committee (C & P), and make recommendations to the Health Board.
 7. Shall efficiently serve as a liaison with the local dental community and will review all dental provider contracts to provide professional dental advice to the Executive Director of Health and Human Services.
 8. Shall appropriately report as required by Federal, State, County, Local, and Tribal regulations.
 9. Shall competently and appropriately present patients their dental treatment plan and /or treatment options; which include the patient's financial responsibilities.
 10. Shall capably provide dental advice to health committees, and attend required meetings or functions as requested, ex; CHS Managed Care, Medical Records, etc.
 11. Shall effectively assist the dental staff in the development and training of educational programs for staff and patients.
 12. Shall be readily available for local and out of the area travel as required for job related training, and comply with reporting requirements as appropriate.
 13. Is courteous in accepting other job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must have a DDS or DMD from an accredited school of dentistry. Must be licensed to practice dentistry in the State of California. Must possess or obtain current DEA registration.
2. Must apply to the Medical Staff and receive clinical privileges from the Karuk Tribal Health Board.

3. Must maintain CEU's as required for license renewal.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must certify and remain current in CPR
6. Must strictly adhere to confidentiality policy.
7. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B, and test annually for TB.
8. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: July 11, 1996/Revised October 6, 2005/Revised November 8, 2007

Chairman's Signature: _____

Employee's Signature: _____