

## **POSITION DESCRIPTION**

**Title:** Clinic Dentist

**Reports To:** Dental Director/Executive Director of Health and Human Services

**Supervises:** Dental Clinic Staff

**Location:** Yreka Dental Clinic

**Summary:** The Clinic Dentist is responsible to treat clinic patients within the dental program under the Administrative Jurisdiction of the Karuk Tribe. The clinic 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. Shall help with the development and coordination of all dental policies and procedures. Shall be responsible in monitoring assigned dental continuous quality improvement activities, and shall serve as a member of the Accreditation Continuous Quality Improvement Committee (ACQI). Shall offer professional advice to the Dental Director as appropriate. Shall be required to attend Council Health Board Meetings and provide reports as requested. Shall provide primary dental care, dental supervision, coordinate training activities and institute preventative dental care programs.

**Responsibilities:**

0. Demonstrates the ability to sufficiently provide direction of dental services, which includes development of protocols, standard procedures, and management of all patient related activities.
  
0. Displays age-specific competencies in working with:
  - Infants
  - Toddlers
  - Preschool
  - School Age
  - Adolescents
  - Early Adult
  - Middle Adult
  - Geriatric
  
0. Shall capably participate in reviewing the dental policy and procedure manual annually.
  
0. Shall appropriately supervise dental auxiliary staff.

5. Shall efficiently coordinate and monitor assigned dental CQI activities and report as directed.
6. Shall appropriately report as required by Federal, State, County, Local, and Tribal regulations.
7. Shall competently and appropriately present patients their dental treatment plan and /or treatment options; which include the patient's financial responsibilities.
8. Shall capably provide dental advice to health committees, and attend required meetings or functions as requested, ex; CHS Managed Care, Medical Records, etc.
9. Shall effectively assist the dental staff in the development and training of educational programs for staff and patients.
10. Shall be capably available for local and out of the area travel as required for job related training, and comply with reporting requirements as appropriate.
11. 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**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_