

COMPASSION COMMUNITY CLINIC

A FREE CLINIC, PROVIDES FAITH-BASED DENTAL CARE TO THE UNDERSERVED ADULTS IN NORTHERN NEVADA, THROUGH CHRIST JESUS, THE GREAT HEALER

DENTAL DIRECTOR

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Supersedes Date:
Original Date: 8/1/2013

Policy Section: JOB
DESCRIPTIONS

SUMMARY OF THE POSITION:

The Dental Director performs a variety of administrative and supervisory duties to ensure the delivery of appropriate dental services to clients within the context of Compassion Community Clinic's mission.

REPORTS TO:

Executive Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Treats patients, staff and volunteers with respect and care in accordance with the mission of Compassion Community Clinic. Has knowledge and experience in the principles, theories, and practices of dentistry. Ensures compliance with applicable federal and/or state laws, regulations, standards and guidelines, and Clinic policies and procedures relating to provision of oral health care. Assists the Executive Director in soliciting dental volunteer staff, determining appropriate placement and delegating assignments, training, monitoring and evaluating performance, and initiating corrective actions. Participates in analysis, evaluation, summary and/or review of data; reports findings, interprets results and/or makes recommendations to the Executive Director. Advises the Executive Director in regard to discontinuing privileges and credentialing others. Reviews Patient Concern Reports relating to oral care. Reviews CC Clinic's policy and procedure manual annually and makes recommendations for changes as needed.

QUALIFICATIONS NECESSARY:

Licensed to practice dentistry in the State of Nevada – DDS or DMD.
Completes the credentialing process of CC Clinic.
Understands the mission and vision of Compassion Community Clinic and has the ability to offer encouragement to patients, staff, and volunteers.
Knowledge of administration and management of a dental office.
Skills in interpersonal, community, and group relations.
Ability to exercise sound leadership and judgment.
Completes credentialing and privileging process of CC Clinic.

The above statements are intended to describe the general nature and level of work performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. In order to continue to manage an effective ministry, leadership may need to add to or change the duties of this position at any time.

This position requires a commitment of one year. 10 hrs per month

Signature

Date