



DENTAL DIRECTOR (DENTIST)

REPORTS TO: Chief Executive Officer
FLSA CATEGORY: Full-time, Exempt
EEO CATEGORY: Professional

POSITION DESCRIPTION

The Dentist will be directly involved in the assessment, management and appropriate intervention of those patients requiring dental services. Initiating diagnosis and treatment of oral diseases, injuries, and malformations of teeth and gums and related oral structures. May treat diseases of nerve, pulp, and other dental tissues affecting vitality of teeth. To further the focus of HealthWorks' mission as a patient-centered medical home the dentist will support the patient's optimal functioning and improve collaborative coordination of care by engaging the resources and expertise of staff care managers and community resources.

ESSENTIAL FUNCTIONS

Patient Care:

1. Provide appropriate and optimal service to all patients including but not limited to:
 - a. Recording patient histories
 - b. Performing examinations of teeth, gums and related tissues
 - c. Ordering and interpreting x-rays and other tests
 - d. Assessing and creating patient-specific treatment plans
2. Guide and support identified patients in managing their preventive dental care and chronic conditions.
3. Ensure patients understanding of their condition, treatment, encountered results and commitment to their management plan.
4. Track symptoms that are being followed, work ups underway, or high-risk areas of patient(s) family or medical history.
5. Administer anesthetics to limit the amount of discomfort experienced by patients during procedures.
6. Diagnose diseases or abnormalities and plan appropriate treatments.
7. Design, make, and fit prosthodontic appliances such as space maintainers, bridges, and dentures, or write fabrication instructions or prescriptions for denturists and dental technicians.
8. Fill pulp chamber and canal with endodontic materials.
9. Write prescriptions for antibiotics and other medications.
10. Treat exposure of pulp by pulp capping, removal of pulp from pulp chamber, or root canal, using dental instruments.

11. Produce and evaluate dental health educational materials.
12. Plan, organize, and maintain dental health programs.

RESPONSIBILITIES

Other Duties/Responsibilities: As assigned.

Supervision Received: Reports and works under the direction of the CEO.

Supervisory Responsibilities: Provides direct supervision to one or more dental assistants and part-time dentists.

Budgetary/Fiscal Responsibility: Assumes responsibility for managing within the budget established for the dental program.

Policy and Procedure Interpretation and Development: Works with the Chief Executive Officer, Chief Medical Officer and the Clinic Coordinator to ensure that written Policies and Procedures remain current and relevant.

Contact with Others: Daily contact with healthcare providers and support staff; daily contact with patients, their families and caregivers.

JOB REQUIREMENTS/EXPERIENCE

Education: Dental degree from an accredited university

Knowledge, Skills, and Abilities:

- Diagnostic procedures including initial and periodic oral examinations and pulp vitality tests.
- Radiographic procedures including intraoral, bitewing and panoramic films.
- Preventative procedures including prophylaxis for adults and children, nutritional counseling for the control of dental disease and oral hygiene instruction.
- Restorative procedures including both amalgam and resin restorations as well as crown repair.
- Oral surgery procedures including simple extractions and root removal, surgical extractions and removal of impacted teeth and residual roots as well as removal of erupted teeth and bone and/or section of tooth, tooth implantation and re-implantation, surgical exposure of impacted or un-erupted teeth to aid eruption, biopsies of hard and soft oral tissue.
- Surgical Incisions including incision and draining of abscesses, removal of reactions and foreign bodies, and sequestrectomy for osteomyelitis
- Repair of traumatic wounds including suturing of small recent and complicated wounds.
- Adjunctive general services including anesthesia with regional block anesthesia or analgesia.

Experience: At least one year of experience as a dentist in a clinical situation, or other accepted related experience as appropriate. Prior Patient-Centered Medical Home or Federally Qualified Health Care experience is preferred.

Licenses/Certifications: Maintains in satisfactory condition, licensure and continuing education as outlined by the Wyoming State Dental Board (DDS/DMD); maintains CPR certification.

BEHAVIORAL EXPECTATIONS

Clinical Quality and Patient Safety

- Assumes personal responsibility for providing quality service, comfort and responsiveness as perceived by patients, visitors, physicians, and co-workers.

Service Excellence and Employee Engagement

- Demonstrates self-initiative and the ability to adapt to the challenges, conflicts, and ambiguities inherent to the position. Exhibits reliability and dependability. Reports to work on time and as scheduled. Demonstrates the willingness to accept other tasks as assigned. Exhibits ethical behavior and honesty.
- Demonstrates a commitment to individual growth and expansion of knowledge as it attributes to the position. Actively and aggressively initiates action to improve performance. Recognizes the value of teamwork and works cooperatively with others.
- Demonstrates a commitment to HealthWorks' mission, vision, and values.

PHYSICAL REQUIREMENTS

1. 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. Reasonable accommodations may be made upon request to enable individuals with disabilities to perform the essential functions.
2. Ability to speak, understand and communicate the English language effectively. Ability to hear adequately on the phone or in person and group settings.
3. Ability to work in front of a computer screen and keyboard, sitting and/or standing up to 8-10 hours per day (possibly longer if overtime is required).
4. Ability to work in a normal office environment conditions with various office equipment (i.e. computer, keyboard, mouse, calculator, copier, printer, fax, scanner, telephone). Mobility necessary to access various offices and a wide variety of meeting settings.
5. Mobility necessary to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending and twisting, occasionally climbing stairs or using an elevator, possibly reaching chest high and overhead for materials.
6. Possess faculties, mobility and ability necessary to access research and interpret information from a variety of media (e.g., computer screen, projected images, printed materials) and individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. All HealthWorks facilities are tobacco-free.

EXPOSURE TO HAZARDS

Housekeeping products, sterilization equipment and chemicals, needles, high noise levels caused by dental equipment, chemicals found in dental materials and products, such as acids and disinfectants, biological hazards such as blood borne pathogens, infectious diseases, contaminated wastes, saliva, and radiation.

HOURS OF WORK / ATTENDANCE REQUIREMENTS / PAY RANGE

Hours of work may vary, regular attendance is required.

The pay range for this position is between \$135,000.00 and \$175,000.00.

TRAVEL

Some travel may be required for training purposes and conference attendance.

BLOOD/FLUID EXPOSURE RISK

Blood/Fluid Exposure Risk: (Check the appropriate category)

- Category I:** Tasks routinely involved in potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.
- Category II:** Usual tasks do not involve exposure to blood, body, fluids or tissues but job may require performing unplanned Category I tasks.
- Category III:** Tasks involved no greater exposure to blood, body fluids or tissues than would be encountered by a visitor. Category I tasks are not a condition of employment.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date