



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 791-2579 • FAX: (559) 791-2585

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**POSITION DESCRIPTION**  
**DENTIST**

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<b>Reports To:</b> Dental Director	<b>Prepared By:</b> Human Resources
<b>FLSA Status:</b> Full-Time, Exempt	<b>Salary Grade:</b> (Min.) \$126,062 (Annual) DOE
<b>Hours Needed:</b> Monday-Friday/8:00am-5:00pm	<b>Revised Date:</b> 09/20/2011

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**POSITION SUMMARY:**

Diagnoses and treats diseases, injuries, and malformations of teeth and gums, and related oral structures by performing the following duties.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Daily operation of Dental software for clinic functions.
2. Examination, diagnosis and treatment planning.
3. Prophylaxis, scaling, subgingival curettage, root planning and oral hygiene instruction.
4. Restoration of carious teeth.
5. Fixed and removable prosthetics.
6. Oral surgery (with special consideration given to the patient's health and needs, and/or the difficulty of the treatment to be performed).
7. Provide immediate treatment of dental emergencies.
8. Basic Endodontic procedures.
9. Administer local anesthesia and/or Nitrous Oxide.
10. Prescribe medication.
11. Participate in updating of policies and procedures and in system appraisal by state and Indian Health Service.
12. Perform cosmetic procedures according to clinic policy
13. Participate in all required staff meetings.
14. Perform general office duties or other responsibilities as needed and assigned.

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of dental terminology and dental office operations.
2. A general understanding of non-profit public health, Indian Health Services, and federal grant entities.
3. Must have superior written and technical communication skills, being able to effectively relate to/with diverse populations and entities.
4. Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
5. Possess strong computer and software operation knowledge (primarily DENTRIX software), and demonstrate a working knowledge of Microsoft Office software, routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
6. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
7. Possess the ability to organize and follow one's own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
8. Possess the ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.
9. Possess the ability to become knowledgeable of health needs and services provided to the Indian community both on and near the reservation.
10. Ability to maintain the confidentiality of organizational, employee, and client records.
11. Ability to provide the patient of the Tule River Indian Health Center, Inc., with the highest quality of dental care services that can be delivered.
12. Ability to maintain a drug- and alcohol-free workplace.
13. Ability to pass a criminal background check.
14. Ability to pass pre-employment drug test and pre-employment physical.
15. Ability to provide evidence to work in the United States.

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**QUALIFICATIONS:**

1. Must have (3) years experience in working as a Dentist.
2. Must have valid CEU's.
3. Must pass pre-employment drug & alcohol test.
4. Must pass pre-employment physical.

5. Must pass Background check.
6. Must have a valid California Drivers License.
7. Must be up to date on current accepted dental practices and materials.
8. Must be able to provide quality care, special attention and will be providing the preventative dental health education and oral hygiene care.
9. Must be able to care for diverse cultures.
10. Must be respectful.
11. Must provide excellent customer service.
12. Must be familiar with the goals and objectives of TRIHCI, and express a genuine enthusiasm for its success.

**EDUCATION AND/OR EXPERIENCE:**

1. Three years established experience working as a Dentist in a clinical setting.
2. Responsible for maintaining required CEU's.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

1. Certificate of completion from an accredited dental school.
2. Current and valid license to practice dentistry, issued by the Dental Board of California.
3. A current DEA license.
4. A current California driver's license and a good driving record are required for this position.
5. Current CPR at the BCLS level.

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**PHYSICAL WORK ENVIRONMENT:** *The description provided here is representative of those conditions in which the Dentist will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Dentist is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The Dentist will move throughout the health center to meet with supervisors and co-workers, and will experience some direct patient/client contact. Consequently, the Dentist must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 10 lbs repeatedly and up to 30 lbs intermittently;

4. Possess the visual acuity to read printed materials and a computer screen;
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to aerosols, chemicals, biological, toxicants, and irradiants found on-site.

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**DISCLAIMER:**

*This position description lists the major duties and requirements for the Dentist position as established by subject-matter experts at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

Revised: 8/10/2011