 **Tule River Indian Health Center, Inc. (TRIHCI)**

**PO Box 768 • Porterville, California 93258**

**Phone: (559) 784-2316 • Fax: (559) 553-0836**

**POSITION DESCRIPTION**

**DENTIST**

**Reports To:** Dentist **Prepared By:** Human Resources

 **FLSA Status:** Full-Time/Exempt  **Salary Grade:** $140,000/Year, DOE

 **Revision Date:** March 4, 2022  **Board Approval:** June 1, 2022

**POSITION SUMMARY:**

Dentistry is the evaluation, diagnosis, prevention and/or treatment (nonsurgical, surgical or related procedures) of diseases, disorders and/or conditions of the oral cavity, maxillofacial area and/or the adjacent and associated structures and their impact on the human body; provided by the dentist, within the scope of his/her education, training and experience, in accordance with the ethics of the profession and applicable law.

**ESSENTIAL DUTIES AND RESPONSIBILITES:**

1. Provide quality care for our patients according to current Indian Health Service (IHS) guidelines, HIPAA, and OSHA requirements.
2. Follow Policy & Procedure, Standard Operating Procedure (SOP) and Employee Handbook.
3. Participate in general staff meetings, in-service and trainings of the Health Center.
4. Observe existing dental department Policy & Procedure and participate in updating the same.
5. Participate in team meetings, peer review, quality assurance (QA), quality improvement (QI), customer satisfaction surveys, and other customer service or department enhancing activities.
6. Promote the Tule River Indian Health Center Dental department by every ethical means.
7. Promote and improve customer service to patients, team members, and guests.
8. Promote Third party revenue from patients, grants, or other sources.
9. Travel at times for acquiring continuing education or participation in community projects.
10. Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Essential dental office operations (including planning, organizing, scheduling patients, treatments, team position duties, laboratory communications, third-party revenue generators such as insurance and medi-cal).
2. Create a comfortable “dental home” for patients of all ages and ethnic backgrounds.
3. Meet or exceed the standard of care outlined by dental department Policy & Procedure, Standard Operating Procedures, IHS guidelines, HIPAA, OSHA, MSDS (material safety data sheet) Hazard Communication, and Dental Director directives.
4. Efficient and effective computer software skills for Microsoft Office and DENTRIX office management.
5. Strong work ethic in establishing and meeting personal goals and objectives in an ethical manner.
6. Relate in a positive manner to team members, other employees, patients and guests.
7. Manage medical emergencies in the dental office using 911, oxygen, the medical emergency kit and teamwork.
8. Assist handling of other emergencies if needed, such as fire, flood, natural disaster, poisoning, rescue efforts with the medical department and/ or other agencies.
9. Accept Dental Director or other responsibilities on a temporary basis from time to time as delineated by Dental Director.

**EDUCATION AND/OR EXPERIENCE (ALL ARE REQUIRED)**

1. Successful completion of four-year American College Degree (B.A., B.S.) or equivalent degree from an acceptable foreign school.
2. Doctor of Dental Surgery or Doctor of Dental Medicine Degree (DDS or DMD) from an American school, or equivalent degree from an acceptable foreign dental school.
3. Three (3) or more consecutive years as a General Dentist in a clinical setting seeing patients.
4. Maintain continuing dental education for successful California state license renewal.
5. Maintain California dental and DEA licenses, and CPR certificate at the BCLS level.

**QUALIFICATIONS (ALL ARE REQUIRED)**

1. Three (3) positive character references from professional, business, or if needed personal sources.
2. Pass pre-employment and random drug & alcohol tests.
3. Pass pre-employment physical.
4. Pass Background check.
5. Be lawfully eligible to obtain work in the United States.

**CERTIFICATES, LICENSES, REGISTRATIONS (ALL ARE REQUIRED)**

1. Diploma or equivalent from an accredited and accepted dental school.
2. Current and unrestricted license to practice dentistry, issued by the Dental Board of California.
3. A current and unrestricted DEA license.
4. A current California driver’s license and a good driving record.
5. Current CPR at the BCLS level or optional ACLS (Advanced Cardiac Life Support).

**PREFERRED QUALIFICATIONS AND CONTINGENCIES**

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, COVID-19 and TB test, and verification of each candidate’s right to work in the United States.

Must be fully vaccinated against COVID-19 prior to the first day of work.

**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 at the Tule River Indian Health Center as well as in a vehicle to respond to medical emergencies within community; there is little exposure to variations in the weather or other similar elements. The Dentist will primarily be stationed at the Tule River Indian Health Center. Consequently, the Dentist must:

Must be able to perform the following tasks:

Walk, frequently, up to 10 hours per day; run, infrequently, 1-2 minutes per day; stand, frequently, up to 10 hours per day; sit, frequently, up to 8 hours per day; kneel, frequently, 10-15 times per day; bend, frequently, 10-15 times per day.

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, biologicals, toxicants, and irradiants found on-site.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Sections 472 & 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

**DISCLAIMER:**

This position description lists the major duties and requirements for the Dentist position as established by subject-matter experts and the Human Resources Manager 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.

**Employee Affirmation:** *I have thoroughly read the attached position description for the position of Dentist Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.*

|  |
| --- |
| **Employee Name (Print)** |
| **Employee Signature** |
| **Date** |