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| C:\Users\AaronDouglas\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\ED3CFAEC.tmp | **Job Description** |
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| **Date:**December 2022 | |  | | **Position:** Dental Director | |
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| **Department: PureView Dental** | | **Status: Regular, Full-time, Exempt** | | **Grade:** 19 | |

1. **General Statement**

Under the general administrative direction of the Chief Executive Officer, this position provides dental services to patients and directs the daily operation of the dental clinic.

1. **Duties and Responsibilities**

* Provides dental services to patients and directs the daily operation of the dental clinic
* Provides dental services including dental screenings, diagnosis, restorative care, extractions and emergency dental care Maintains electronic dental records
* Stays abreast of current advances in dentistry, acting as subject matter expert in dental materials and techniques
* Acts as point of contact for PVHC Staff and Dental department
* Responds to patient inquiries, patient reports and patient complaints, etc.
* Supervises, leads, and mentors dental clinic staff, including dentists, hygienists, dental assistants, and dental sterilization assistants. Manages dental staff to ensure operations at each dental clinic site including coverage, timekeeping, assignment of duties, etc.
* Guides dentists and staff to ensure that clinical practices and care delivered are consistently of high quality
* Works with equipment and supply vendors and representatives
* Develops, maintains and implements formal clinic policies, procedures, and protocols
* Ensures full Departmental and personal compliance with all applicable federal, state, local, FQHC, and PureView policies, protocols and procedures governing the practice of dentistry and clinical provision of dental care as well as those relating to (but not limited to) personnel issues, workplace safety, public health and confidentiality.
* Performs regular evaluations and follow-up of Dental staff, including ensuring staff are meeting and or exceeding key performance indicators and goals
* Works with leadership team to regularly assess utilization and capacity goals, implementing changes in staffing and operations
* Ensures staff members are up to date with required trainings, certifications and competencies are completed and current
* Works with human resources to recruit, interview, hire and onboard department staff members
* Works with Quality Improvement Coordinator to develop and implement Dental quality improvement measures and HRSA measures. Works with leadership team to and relevant committees to continually assess safety across the organization and is responsible for reviewing serious and adverse event reports within the department
* Serves as a liaison with the dental community
* Participates in PureView Health Center staff and board meetings as required
* Performs other duties as assigned

1. **Required Qualifications – Experience & Education**

The knowledge, skills, and abilities required for this position are typically acquired through a combination of education and experience equivalent to:

* D.D.S. or D.M.D. degree
* one year of supervisory experience
* Experience in the practice of dentistry with public health orientation through training or experience
* Must be a licensed dentist, eligible to practice in the State of Montana

1. **Knowledge Skills & Abilities**

* Knowledge of federal laws and standards for federally qualified health centers
* Knowledge of dental standards of care
* Knowledge of Montana Code Annotated as applicable
* Knowledge of PureView Health Center policies and procedures
* Knowledge of Dental clinic policies and procedures
* Familiarity with Electronic medical records
* Knowledge of supervisory and office management practices
* Knowledge of dental clinic health and safety regulations and policies
* Knowledge of dental practice quality assurance and quality improvement practices
* Knowledge of HIPAA regulations and practices
* Ability to lead the dental department and staff in a positive and productive manner while aligning department goals and mission with the PureView Mission and Vision statements.
* Ability to use common office machines
* Ability to operate computer systems and related software, including word processing, electronic medical records and spreadsheet programs
* Ability to communicate effectively orally and in writing
* Ability to follow verbal and written instructions
* Ability to establish effective working relationships with fellow employees, supervisors, community service organization representatives, patients and citizens

1. **Special Requirements**

None

1. **Physical Demands**

Duties are generally performed in an office environment where hazards and discomforts are controlled and modifiable. This position requires the ability to stand, bend at the waist, kneel, reach over the head, talk, hear, and see. Must be able to move or lift documents and materials weighing up to 20 pounds. Position requires knowledge and use of dental instruments and equipment plus typical office equipment including telephone, copiers, fax machines and personal computer. Position requires frequent contact with clinic employees and patients; occasional contact with community service agencies and citizens. Position may require occasional visits to other sites.

1. **Reporting Line**

This position reports to the following position: \_\_Chief Executive Officer\_\_\_\_\_\_\_\_\_\_\_\_\_

Position has supervisory duties: Yes

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If Yes, list the position title:

* Staff Dentist
* Lead Dental Hygienist
* Dental Hygienist
* Dental Clinic Manager

1. **Required Signatures**

Immediate Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_