



POSITION DESCRIPTION

Position Title	Dental Director
Department	Dental Department
Reports To	Chief Executive Officer

Job Grade	O	Schedule: Full-Time
Effective Date	June 2019	Benefitted

Position Summary

The Dental Director is responsible for leadership and overall management of the Dental Department at Yellowhawk and reports directly to the CEO. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

Essential Duties:

The Dental Director will directly supervises all staff dentists, dental therapists, dental hygienists, and the Dental Assistant Supervisor (DAS). They are responsible for accessing and coaching staff in all aspects of quality improvement. Administrative time will be 25% of the regular work week with and the remaining 75% clinical patient care.

As a member of the Executive Management Team (EMT), the Director will help create and execute Strategic Plans, Annual Work Plans, and any directives ordered by the Health Commission. Additional projects will be as assigned as part of this group.

The Director's scope of clinical practice will be requested based on education and experience, which will then be privileged by the CEO and Health Commission. Ideally, the Dental Director will be proficient in molar root canals, have a minimal sedation permit, and ability to perform surgical extractions of impacted third molars. Proficiency in all removable and fixed prosthodontics will be essential. The skill to be able to work well with pediatric patients is also essential. Proficiency in placing and restoring of dental implants

Responsible for semi-annual peer reviews and annual performance evaluations for those they directly supervise. Along with assistance from the DAS the Director will also be responsible for completing annual performance evaluations off all the dental assistants. The Director will also be responsible for proposing, completing, submitting, and presenting a Quality Improvement Project specific to the department semi-annually.

Responsible to update and maintaining departmental polices and assure compliance by all staff. The Director will also be responsible for accountability and coaching of staff they directly supervise and indirectly for all dental assistants. Maintenance of accreditation and compliance with the Accreditation Association for Ambulatory Health Care, Inc (AAAHC) will be the primary responsibility of the Director.

Required to attend and participate in any meetings assigned by the CEO. The Director will also be responsible for promoting excellent communication within the department, which will include at minimum a regular monthly all dental staff meeting, safety meeting, and regular communications with staff. They will also assure that the department is following all infection control guidelines and maintains OSHA compliance.

Responsible for overall management of outside referrals. They will access all outside referral requests by staff dentists to see if the patient can be treated in the department. If needed treatment is beyond the scope of care of the department, they will be responsible for collaborating with competent specialists that can provide needed treatment to the patient in a timely fashion.

Responsible for preparing the annual dental department budget for review and approval and then executing the budget within cost constraints.

Collaborate with Human Resources in recruitment of dental staff, participating in interviews, and make recommendations on applicant's suitability for employment at Yellowhawk.

Other Duties:

Other duties as assigned.

Knowledge, Skills and Abilities:

Must possess the ability to handle conflict and crisis in a professional manner.

Excellent verbal and written communication skills.

Requires advanced computer knowledge especially MS Office and Dentrix Enterprise with the ability to learn may different computer software packages.

Must have excellent interpersonal skills.

Must have demonstrated leadership and management skills.

Typical Physical Demands:

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports.

Typical Working Conditions:

Most work is performed in the Yellowhawk Dental Department. Director will have exposure to communicable diseases and other conditions on a regular basis.

Other Aspects of the Position:

May require travel for training and meetings.

Represents Yellowhawk with a respected and viable presence in the community.

Minimum Qualifications:

At least four (4) years clinical experience in general dentistry.

Must obtain and maintain unrestricted State of Oregon license to practice dentistry.

Possess degree of D.M.D. or D.D.S. and be proficient in a broad range of diagnostic and clinical skills in the areas of operative dentistry, fixed and removable prosthodontics, endodontics, pediatric dentistry, periodontics, and oral surgery.

Must have and maintain BLS and ACLS Certification.

Must also maintain a current DEA Certificate.

Must possess a valid driver’s license and maintain insurance requirements to operate General Services Administration vehicles.

Must submit to and pass a reference and criminal background check.

Must submit to and pass a pre-employment drug and alcohol screening.

Preferred Qualifications:

Experience and Knowledge of the history, culture, and health needs of Native American communities.

Experience with surgical placement and restoration of dental implants.

Experience with Dentrix Enterprise software.

Yellowhawk gives preference to applicants in the following order:

- CTUIR-enrolled Tribal members
- Other federally-recognized tribal members
- Military personnel who have been honorably discharged
- All other applicants

The success of the Yellowhawk Tribal Health Center delivery of health care services, business operations and reputation are built on the principles of our employees’ fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of the Centers contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of the Yellowhawk employees to the highest standards that govern their professions, conduct, performance and personal integrity.

Approved by:

Date

I acknowledge that I have read and understand the duties and responsibilities of this position description.

Signature

Date
