

**SHOALWATER BAY INDIAN TRIBE  
JOB DESCRIPTION**

**Job Title:** Dentist  
**Department:** Health  
**Reports To:** Health Director  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 1/16  
**Approved By:** Health Director  
**Approved Date:** 2/16

**SUMMARY:** The Dentist is responsible for carrying out the responsibilities of providing dental care services to the Native American and Non-Native community of the surrounding counties. Develop and implement dental care plans; instruct and counsel patients; record patient progress.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Collects data and reviews patient history pertaining to patient assessment in a complete and systematic manner.
- Diagnose pathological or irregular oral conditions.
- Restores carious teeth with standard materials and prescribed materials (e.g., amalgam, composite, temporary restoration).
- Restores teeth with crown and bridge restorations.
- Administers local anesthesia.
- Performs single and multiple extractions of teeth.
- Treats periodontal disease.
- Treats missing teeth with removable and fixed prosthodontics.
- Provides endodontic care.
- Performs appropriate pediatric dental treatment.
- Maintains files, develop and follow through on treatment plans within Tribal Health guidelines.
- Demonstrate cultural sensitivity along without being apolitical.
- Increase third party revenue through patient care, proper documentation, planning and management of dental clinic resources.
- Ability to train and maintain assurances of skills and expanded duties of Dental Assistance.
- Provide dental service in a community health center environment.
- Provides emergency dental care as needed or requested.
- Maintains current, active, valid, unrestricted Washington State Dental licensure, and current DEA licensure.
- Maintains current CPR certification.
- Modifies treatment regimens in the best interest of patients, makes observations and develops treatment plans appropriate to the patient's underlying disease and current symptoms.

- Seeks medical consultation and specialty care when appropriate.
- In compliance with Tribal policies for CHS clients, refers patients to other dental facilities for care or procedures that are beyond the capabilities of the Tribal Dental Clinic. Provides all information necessary to ensure appropriate continuity of care.
- Supervises the clinical performance of dental staff personnel, completes required reports, and prepares all required information necessary for billing.
- Participates in the Tribe's quality improvement and dental planning activities.
- Works cooperatively with the Health Director, other providers and staff personnel, as well as any other funding programs that are available to the Tribe's Wellness Center.
- Observes strict patient confidentiality, and all pertinent requirements of HIPAA and any other confidentiality regulations.
- Performs any additional reasonable roles and responsibilities as determined necessary by the Health Director.
- Covers Dental "on call" emergency calls through answering service.
- Knowledge of CDC, Dept. of Health, OSHA standard as it applies to the dental environment.
- Monitors compliance with safety policies and procedures of the Health Program.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

**SUPERVISORY REQUIREMENTS:** Supervises clinical aspects of dental employees in the Dental Clinic in accordance with the organization's policies and applicable laws.

**COMPETENCIES:**

**Analytical** – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

**Problem Solving** – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason when dealing with emotional topics.

**Technical Skills** – Assess own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills.

**Patient Service** – Manages difficult or emotional patient situations; responds promptly to patient needs; responds to requests for service and assistance; meets commitments.

**Interpersonal Skills** – Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

**Oral Communication** – Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions.

**Written Communication** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

**Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others views; contributes to building a positive team spirit.

**Visionary Leadership** – Displays passion and optimism; inspires respect and trust; provides vision and inspiration to peers and subordinates.

**Managing People** – Includes staff in planning, decision-making, facilitating and process improvement; makes self available to staff.

**Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

**Ethics** – Treats people with respect; works with integrity and ethically; upholds organizational values.

**Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position.

**Safety and Security** – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

**Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary.

**Attendance and Punctuality** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Dental degree (DDS and or DMD.) and more than 4 years related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATE, LICENSES, REGISTRATIONS:** Current valid, unrestricted license to practice within Washington State. Current Cardiopulmonary Resuscitation (CPR).

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**PHYSICAL DEMANDS:** 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 to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and/or sit; use hands to finger, handle, or feel. The employee is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee must also possess hearing and speech to communicate in person and over the phone. The noise level in the work environment is usually quiet to moderately loud. The employee may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves. The employee may experience a number of unpleasant sensory demands associated with the client's use of alcohol, drugs, smoke, chew and the lack of personal care.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Common dental clinic environment.

**AT-WILL EMPLOYMENT:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This document does not create an employment contract, implied or otherwise.