

Chugachmiut Job Description

Position: Dentist
Division: Health Operations
Supervisor: Health Operations Director
FSLA: Exempt
Job Class: Professional
Range: DOE

Approved by: _____ **Date:** _____

Summary:

Responsible for the set-up and establishment of a Regional Dental Program for the people of the Chugach Region.

Responsible for performing a broad range of duties in the treatment of dental diseases requiring knowledge and experience to perform independently.

Exercises direct management of the dental program and supervision of dental staff.

Major Duties and Responsibilities:

1. Responsible for the set-up and establishment of a Regional Dental Program for the people of the Chugach Region. Develop a mission statement and identify personnel needed to carry out the mission of the dental program. Develop and manage an annual budget for the dental program. Assist Administration in identifying and writing the policies and procedures, job descriptions, and training guidelines for dental clinic personnel.
2. Coordinate with Administration to recruit, hire, train, ensure appropriate evaluation and direction of all dental clinic staff. Develop processes for orientation, in-service and training of staff. Provide direct supervision of dental clinic personnel at all levels. Ensure in-service is relevant to training needs of dental staff.
3. Deliver and direct general and comprehensive dentistry services at the Chugach Dental Clinic and in the Chugach Region. Completely and accurately obtain information in a courteous and respectful manner in order to determine an appropriate treatment plan. Perform examinations and treatments quickly, efficiently, and accurately while keeping the patient informed, and being sensitive to patient comfort during the treatment. Set the expectation with the patient by listening to their concerns and addressing those that can be addressed and informing the patient of the course of action to follow for other health concerns.

l staff, other health care providers and patients. Ensure communication is clear and concise and are understood by listening and asking for feedback. Educate support staff on how to interpret and carry out verbal and written orders so that the patient's needs are met. Work in coordination with other clinic staff to effectively educate the patient on their course of treatment in order to increase the likelihood of compliance. Provide on-going feedback to dental staff to improve communication and is receptive to feedback from dental staff.

5. Provide patient education that consists of advising patients and family members in methods that facilitate a capacity for self-care and a movement towards a healthcare partnership between the healthcare providers, the patients, and their families. Counsel and instruct patients and family members either directly or refer to the appropriate healthcare provider. Utilize opportunities and stress preventative care and maintenance to patients and their families regarding dental hygiene, health habits, and home care. Listen for clues that the patient needs additional assistance in understanding the treatment plan or in carrying out the treatment. Work closely with public health nurses, physicians and sanitarians in the surveillance of community water fluoridation and other initiatives.
6. Ensure maintenance of accurate patient records to reflect each patient's health status and risk factors. Comply with the provision of the HIPPA privacy act and Chugachmiut confidentiality policies.
7. Develop, maintain and oversee a quality assurance program and continuous quality improvement process for the dental program in conjunction with health services division staff and other regional health care providers. Monitor the quality of care delivered. Ensures ADA and other regulatory standards are met as they apply to the program.

Qualifications:

- D.D.S. or D.M.D. from an accredited dental school.
- Current Alaska licensure (or ability to obtain license within 30 days of hire).
- Management level supervisory experience.
- Excellent written and verbal communication skills. Ability to work independently and function well in a team environment.

Knowledge, Skills and Abilities:

- Knowledge of a wide range of professional concepts, principles, and practices related to dental services and ambulatory care management, including supervision and administrative principles and policies in order to provide support and guidance to clinic staff.
- Ability to problem solve, to effectively intercede with family and patients to resolve concerns related to the delivery of health care services.
- Ability to understand Chugachmiut mission and goals as essential to managing patient care activities in the delivery of dental services in a cross-cultural environment.



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- Knowledge of intra/inter departmental and community resources available to clients. Knowledge of 1974 Privacy Act and HIPPA is required as use of patient record is an integral part of the position and privacy of individuals must be protected to the fullest.
- Skill in interpersonal relationships.
- Skill and capability to efficiently make decisions independently.
- Ability to work easily and in a friendly manner with the general public and occasionally handle the hostile or disgruntled patient.
- Ability to meet appropriate workload requirements.
- Ability to use the computer system in order to obtain patient information, order any necessary tests, and check messages.
- Ability to maintain quality, safety and infection control standards.

Work Conditions:

Chugachmiut employees strive both for excellence in the services they provide and, through our Employee Values Statement, to serve with integrity. This requires working in an environment where blame and shame are not tolerated. Instead, we use Lean Administration tools for managing processes, and Baldrige quality criteria for measurement of effectiveness. Effective communication is essential in a Lean/Baldrige workplace and employees must learn how to share problems with fellow employees with a purpose of solving them.

Hours of work are Monday to Friday, 8:30a.m. to 5:00 p.m., with one hour for lunch. Chugachmiut maintains a drug/alcohol free and non-smoking environment. There is travel to the villages of the Chugach region. Must be willing and able to travel in light aircraft.

Native Preference under P.L. 93-638

Reviewed by:

Employee Signature

Date