

DENTAL OFFICER

MAKAH TRIBE
POSITION DESCRIPTION
Sophie Trettevick Indian Health Center
Job Title: Dental Officer

Exempt: Yes	Job Code: N/A
Salary: DOQ	Shift: 8:00 am – 5:00 pm
Program: Dental/Clinic	Location: STIHC Dental Office
Reports to: CEO	

I. Summary: This position is located in the Dental Department of the Sophie Trettevick Indian Health Center at Neah Bay, Washington and works under the supervision of the Chief Executive Officer. This is a tribal position that provides the full range of professional dental services at a Tribal Clinic.

II. Major Duties and Responsibilities:

- A. Perform examinations make diagnosis and prescribe treatment plans for patients. Recognizes and refers patients for specialty treatment as required.
- B. Perform all types of dental services, which include operative, endodontics, dental public health, oral surgery, othodontics, pedodontics, periodontics and prosthodontics. Patient treatment includes “patient management” problems, such as unusual sensitivity to drugs, low threshold to emotional and physical stress, communication difficulties, and other physical or emotional problems.
- C. Provides consultant services and exercises oversight for dental contract health services in accordance with IHS and STIHC policies. Authorizes, obligates and justifies the use of Clinic funds as needed.
- D. Services as an advisor to Tribal and other lay groups on all matters pertaining to oral health.
- E. Coordinates the clinic dental program with other clinic programs. Acts to actively influence the formation of good dental health habits in patients, relating to them the adverse affects of dental problems on both their mental health and physical well-being.
- F. Acts as the dental consultant to the local tribal governing body on program concerns and policies.
- G. Provides supervision and guidance to dental assistant(s) as needed.

III. Factors:

1. Knowledge required by the position:

Degree Required: Degree in dental surgery (DDS) or dental medicine (DMD) from a school approved by the Council on Dental Education, American Dental Association (ADA); or other dental school, provided the education and knowledge was substantially equivalent to that of graduates from an ADA approved school.

Licensure Required: Applicants must have a current, full, and unrestricted licensure to practice medicine in the State of Washington.

In addition to meeting the basic qualifications for a degree, training, and licensure requirements, applicants must meet the following:

Approved Internship: Approved residency: Training in a hospital dental internship or residency approved by the Council on Dental Education of the American Dental Association.

Graduate Level study: Either dental graduate study leading to an advanced degree such as Master of Science or postgraduate (non-degree) dental school study involving a level of instruction comparable to that provided in a graduate degree program.

National certifying board: An examining board in a special area of dental practice recognized by the Council on Dental Education of the American Dental Association.

Board Eligibility: Qualification for examination by a national certifying board as a result of having met the advanced training program requirements for a dental specialty.

Experience and/or training must be one of the following types:

- Post-licensure professional experience in the general practice of dentistry.
- Approved internship training
- Approved residency training
- Graduate level study in an accredited dental school
- Post-licensure professional experience in a specialized area of practice
- Other advanced study or training (outside a dental school or hospital) creditable towards Satisfaction on training program requirements for Board eligibility.

Knowledge of keyboard and ability to use a computer.

2. Supervision and Guidance Received:

Either the Chief Executive Officer or the Clinical Director provides General Administrative supervision. The incumbent performs all functions in an independent manner with only rare occasion for assistance or direction from the supervisor. The incumbent's performance is subject to annual review to assess accomplishment of mutually agreed upon goals.

3. Complexity

The incumbent arranges the sequences and timing of the work to be performed to meet variable demands. This includes the more complex dental procedures and referrals.

4. Scope and Effect

The work impacts the productivity of the dental program and clinic, health and safety of the patients and the accreditation and credibility of the dental operations.

5. Personal Contacts

Contacts are with the Clinic Staff, Pharmacist, Dental Assistants, patients, patient family members, dental professionals, visitors, and accrediting agencies.

6. Purpose of Contacts

Purpose is to establish and maintain relationships with other health disciplines and Tribal Health groups, evaluate the quality of the dental services provided directly and under contract.

7. Physical Demands

Bending and reaching is required for example in providing dental care for patients sitting in the dental chair.

8. Work Environment

Work is performed in a dental office setting. Exposed to illnesses and other airborne diseases is probable. Recommend incumbent be vaccinated for Hepatitis B and be trained in Blood Borne Pathogens.