



Native American Health Center, Inc.

OAKLAND • SAN FRANCISCO • ALAMEDA • SACRAMENTO
3124 International Boulevard • Oakland, California 94601
PH: 510-535-4460 • FX: 510-261-0646 • www.nativehealth.org

JOB DESCRIPTION

POSITION: Dental Director
DEPARTMENT: Dental Department
LOCATION: Sacramento NAHC
REPORTS TO: Executive Director
SALARY: Negotiable

POSITION SUMMARY: Reporting to the Executive Director, the Dental Director plans and participates in the dental care program of the Sacramento Native American Health Center; provides dental care for eligible persons and institutes the program's preventative dental care; improves the health status of American Indians by providing health care in a community clinic setting. Oversees the county, state and federal programs. Directs the activities of dental personnel in delivering care and treatment to patients and plans and coordinates policies and procedures of the dental department. Performs all aspects of dental services and duties as defined by the Dental Practice Act of California and within all laws and regulations pertaining to the practice of dentistry in California.

SPECIFIC RESPONSIBILITIES:

1. Directs and coordinates the activities of the dental department.
2. Represents the Sacramento Native American Health Center in developing dental education programs for the community.
3. Analyzes the dental needs of the American Indian community to assess changes, trends, and needs. Develops programs and services in response to community need.
4. Produces and evaluates dental health educational materials.
5. Provides dental services to the beneficiary population identified by the Sacramento Native American Health Center.
6. Provides and directs dental health screening, teaching and oral health education. Conducts dental screening services to Native American children.
7. Obtains and records basic medical and dental histories and information of patient.
8. Performs dental lab procedures as necessary. Takes final impressions.
9. Read and interpret dental health radiographs.
10. Provides dental prophylactic treatment and topical fluoride treatment.
11. Provides complete dental examinations and treatment planning.
12. Diagnoses and treats dental illness, disease and disorders. Makes referrals to outside providers when appropriate. Coordinates services with orthodontist, pediatric dentist and oral surgeon as necessary.
13. Prepares dental patients for dental health services and instructs the patient in appropriate pest dental treatment, diet, medication and oral hygiene.
14. Performs extractions, surgical procedures, endodontics, prosthetics, periodontics, and restorative services within his/her scope of expertise.
15. Coordinates in-service training needs for dental providers and dental ancillary staff.
16. Supervises Dental Program Manager and oversees daily operations of dental department and ancillary staff.
17. Assists with County, State and Federal audits.

18. Maintains positive public relations with patients, staff and outside agencies.
19. Assists in identifying funding sources and grant application requests.
20. Maintains patient and staff confidentiality.

QUALIFICATIONS:

1. Must be licensed by the State of California Board of Dental Examiners.
2. Must have valid D.E.A. Controlled Substance Certificate.
3. Current CPR certification.
4. Experience in supervision of dental providers and ancillary dental staff.
5. Ability to relate effectively to community interest groups, agencies and medical/dental facilities who serve clinic patients.
6. Experience and knowledge of American Indian community is essential.

Preference in hiring is given to qualified Native Americans in accordance with the **Indian Preference Act** (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.

Age Discrimination in Employment Act (ADEA): Native American Health Center abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

Americans with Disabilities Act (ADA): Native American Health Center abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and considerations. Furthermore, NAHC will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.

Note to Applicants: *Please be advised that you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at NAHC.*

If interested, please forward resume and cover letter to:

Tika Martin

Human Resources

3124 International Blvd.

Oakland, CA 94601

Fax: 510 261-0646

Email: Tikam@nativehealth.org