

Family Health Centers – Job Description

JOB TITLE: DENTIST

DEPARTMENT: Dental Clinic

Revised Date:

FLSA STATUS: Exempt/Salary

REPORT TO: Dental Director

PRIMARY ACCOUNTABILITY: Provides general dental care to adults and children.

PRIMARY DUTIES AND RESPONSIBILITIES

- 1) Direct Patient Care Activities
 - a) Provides general and comprehensive dental services at FHC clinics to include performing oral examinations and treatment
 - b) Participates in quality assurance activities
2. Communication and Health Information Entered into Record
 - a) Communicates health information to patients, support staff, and team members
 - b) Ensures that patients are informed of examination findings, diagnoses and proposed treatment
 - c) Ensures that patients are informed of completed treatment in an ongoing basis
 - d) Patient's medical status monitored and updated as indicated
 - e) Responsible to record patient treatment procedures into the electronic record
 - f) Communicates with specialist providers to coordinate referrals
- 3) Provides supervision and training to dental students
 - a) Reviews and countersigns student progress notes
 - b) Complies with training program requirements to precept and evaluate students
4. Administrative Responsibility
 - a) Responsible for dental clinic operations in absence of Dental Director and Assistant Dental Director
- 5) Attendance
 - a) Ensures attendance and hours worked are accurately recorded in computerized time-keeping system
 - b) Properly manages paid vacation and sick leave
 - c) Responsible for regular, predictable attendance and to work hours as scheduled, which may include evenings or weekends

GENERAL DEVELOPMENT

- 1) Requires advanced organizational skills in the planning and execution of patient care
- 2) Job duties requires the ability to work independently and as a part of a team
- 3) Work requires consideration of the impact of work product on other employees in the work process

PROFESSIONAL & TECHNICAL KNOWLEDGE

Job duties require knowledge and training specific to the discipline of dentistry acquired in a formal dental training program

LICENSES AND CERTIFICATIONS

Individual must be licensed to practice dentistry in the State of Washington.

TECHNICAL SKILLS

- 1) Ability to prepare correspondence and reports in Microsoft Word.
- 2) Ability to create, send and manage email in Outlook
- 3) Ability to prepare and utilize Excel spreadsheets
- 4) Ability to access and complete data entry in the Electronic Practice Management (EPM) program
- 5) Ability to access web-based applications and programs of others
- 6) Fully functional in the use of the Electronic Dental Record (EDR) program

Family Health Centers – Job Description

COMMUNICATION SKILLS

- 1) Employee is required to effectively communicate using FHC’s core values; the **Core Dimensions**
 - a) **Respect**—using manners and appropriate language; maintaining a person’s dignity and confidentiality; giving credit where due; asking others for their input and feedback
 - b) **Empathy**—to show someone you understand what they are feeling without judgment; engaged listening with no distractions; acknowledgment and paraphrasing; eye contact
 - c) **Genuineness**—tone of voice and body language are congruent; showing consistent behaviors over time; integrity (follow-through and follow-up); humility (admitting when a mistake is made)
 - d) **Specificity**—what details can you give so someone knows what “excellence” looks like; models or samples; one-on-one mentoring; alternate plans
- 2) Job duties require employee to provide excellent customer service to all internal and external customers
- 3) Educates patients and family members, as indicated, regarding examination findings and proposed treatment
- 4) Coordinates dental care with medical providers and specialists

WORK ENVIRONMENT

- 1) Individual performs professional dental care at one or more dental clinics
- 2) Participates in off-site school screenings when indicated

TYPICAL PHYSICAL DEMANDS

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing			x		
Walking			x		
Climbing		x			
Sitting					x
Stooping / Kneeling		x			
Lift/Carry up to 15 lbs.		x			
Lift/Carry up to 30 lbs.		x			
Lift/Carry up to 50 lbs.		x			
Push/Pull up to 25 lbs. of exertion		x			
Push/Pull up to 50 lbs. of exertion		x			
Work below waist level		x			
Work at waist to shoulder level					x
Work above shoulder level			x		
Reach further than arm's length				x	
Fingering					x
Grasping / Holding				x	
Talking					x
Hearing					x
Seeing					x
Work in confined spaces			x		
Exposed to extreme temperatures	x				
Operate tools or machinery (incl. office equip.)					x
Operate motorized vehicles/equipment			x		
Work at heights balancing	x				
Use/exposed to hazardous substances					x

Family Health Centers – Job Description

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Signature below acknowledges that I have received a copy of my job description.

Employee Signature

Date

Witness Signature

Date