



MORTON COMPREHENSIVE HEALTH SERVICES, INC.

JOB DESCRIPTION

DENTIST

STATUS: Exempt
REPORTS TO: Director of Dental

JOB SUMMARY: Provides quality preventive, restorative and emergency dental care and to patients.

ESSENTIAL JOB FUNCTIONS:

1. Reviews patient medical history and general consent form at each visit.
2. Charts all pathologic conditions: prescribe treatment plan and number of visits necessary.
3. Alleviates patients' pain and infection.
4. Records all treatment provided and electronically signs recordings.
5. Presents patients with procedure-specific consent forms for all surgeries.
6. Encourages patient interest in dental care through continued education.
7. Reviews patient home care techniques and emphasize importance of home care in the maintenance of oral integrity.
8. Oversees and instruct dental assistant in chair side, lab and sterilization, and radiology procedures.
9. Delegates expanded duties as outlined by limits of State Board.
10. Works in accordance with the Morton Comprehensive Health Services Mission Statement, as published by the Board of Directors.
11. Assists in evaluation and quality control via techniques outlined under quality assurance procedures.
12. Professionally handles patient or staff grievances.
13. Evaluates job performance of dental assistants and auxiliaries, annually or more often required.
14. Participates in mutual goal setting sessions with supervisor and accomplish goals as they are set.
15. Performs other related duties as assigned by supervisor.
16. Works to accomplish Morton Comprehensive Health Service's Mission as set by the Board of Directors.
17. Provides day-to-day direction, supervision, and management of Morton's Dental Department.
18. Recruits and participates in the hiring; training, and support of all dental staff.
19. Ensures the sound fiscal management of the Center's Dental Department budget, with assistance as needed from the Center's Financial Officer and Chief Executive Officer.
20. Ensures Safety and security of Dental Department according to OSHA requirements.
21. Participates in Morton's Safety Committee meetings and activities.

ADDITIONAL RESPONSIBILITIES:

1. Coordinates personnel and fiscal matters with administration.
2. Follows current protocols and procedures relative to personnel, expenditures, and purchases.
3. Coordinates with other Clinic departments and private and public agencies to maximize resources and patient accessibility to services.
4. Maintains written records as required by law and ensure quality dental health care and sound fiscal and management control.
5. Develops clinic dental health care plan and quality assurance protocol and ensures the implementation of said plan and protocol in accordance with current dental care standards. Develops periodic reports as requested by the Chief Executive Officer and Chief Financial Officer.
6. Participates in managements and staff meetings and bi-annual Board/Management retreats.
7. Assists in the development of the annual PHS grant application, including the budget, needs assessment, dental health care plan, Q.A. protocol, and progress report.
8. Develops and implements a staff education program through in-service meetings or continuing education classes for all dental department staff, dental assistants students and dental students.
9. Develops and implements patient dental education programs in accordance with currently acceptable dental practices.
10. Prepare for Mutual Goal Sessions with Chief Executive Officer and staff and follow through with goals as they are set.
11. Utilizes appropriate channels to report pertinent information in a timely manner.
12. Interacts effectively with patients, families, clinic team members, and others.
13. Maintains confidentiality of information.
14. Demonstrates professionalism in appearance and behavior.
15. Completes delegated activities, projects and committee functions within appropriate time frames.
16. Must participate in employee relations and community relations activities conducted to enhance the success and mission of Morton Comprehensive Health Services.

QUALIFICATIONS INCLUDE, BUT NOT LIMITED TO:

1. Bilingual English/Spanish desirable but not required.
2. Ability to work well as part of a professional team.
3. Demonstrated ability to work with patients and staff professionally and tactfully.
4. Ability to communicate clearly in writing and verbally.
5. Professional and business-like in appearance and demeanor.
6. D.M.D. or D.D.S. degree with current license to practice in Oklahoma, current DEA and OBNDD certificates.
7. Experience and/or interest in public health dentistry and desire to raise oral health in the community.

WORKING CONDITIONS:

Work areas are inside, in a climate-controlled environment, and have moderate background noise. Incumbent is exposed to mercury vapors and nitrous oxide. Positioning of patients can expose incumbent to postural stress. Incumbent is also exposed to high levels of background noise when working with hand piece.

I have reviewed the above and by my signature indicate that I understand the responsibilities of the position and feel that I can adequately perform the duties listed.

Supervisor: _____

Date: _____

Employee: _____

Date: _____