

## JOB DESCRIPTION

Job Classification: Dentist

Reports to: Dental Director

Supervises: None

Last reviewed: 2-1-19

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### POSITION PURPOSE:

This position completes and oversees a variety of professional dental care and treatment activities to ensure appropriate dental health standards and practices are maintained for dental patients. This person is also responsible for building effective relationships with referring dentists to ensure excellent follow-up regarding patient consults. This position proactively identifies opportunities to improve the patient and family experience of care and to improve the efficiency and effectiveness of resource use.

### MINIMUM QUALIFICATIONS:

**Education:** A Degree in Dentistry from an accredited school.

**Licensure/Certification:** Current license to practice dentistry in the State of Washington. Satisfies qualifications for insurability under FTCA or the professional liability policy offered by Valley View Health Center; and possess an unrestricted right to prescribe controlled substances and medication.

**Experience:** Open to recent graduates. Externship working with underserved populations preferred.

**Equipment/Skills:** Commitment to healthcare and concern for people in distress, critical listening skills and ability to communicate clearly, desire to work with all types of people, excellent interpersonal skills, ability to work independently, ability to understand complex situations and make sound judgments.

**Physical demands:** Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

**Status Classification:** Salary/Exempt

### PRIMARY JOB RESPONSIBILITIES:

1. Communication- Communicates effectively and courteously with all VVHC staff, clients, and community partners, utilizing appropriate channels of communication for problem-solving and conflict resolution. Sustains a cooperative, helpful, respectful and

professional working relationship with supervisor. Can take direction with enthusiasm and understanding. Asks appropriate clarifying questions relative to scope of assignment.

2. **Organization and time management** - Productive and efficient use of time, prioritizing appropriately. Maintains a clean, orderly and professional work area. Does not allow personal issues to interfere with workload & keeps social interaction to a minimum. Takes & returns from lunch/breaks in timely manner. Follows guidelines established at time of assignment. Accepts assignments willingly.
3. **Safety** - Ensures safe work environment, promotes accident prevention and follows proper reporting procedures for situations that impact safety or customer service. Actively participates in quality improvement processes and identifies priorities.
4. **Work ethic** - Adheres to policies and procedures. Takes responsibility for own actions & seeks to correct mistakes. Initiates and follows through on assignments in a timely manner. Consistently reports to work on time & ensures PTO is available for unexpected absences.
5. **Team contribution** - Promotes positive teamwork and cohesiveness between all staff. Participates in and supports team meetings, activities & problem solving. Provides constructive recommendations for improvements within department & clinic as a whole and acts as resource of knowledge, skills and conduct. Participates in training and mentoring of new staff members. Keeps behaviors, communications and other outward expressions regarding Valley View Health Center in a positive manner. Collaborates willingly with the Dental Director and other supervising dentists.
6. **Service excellence** - Demonstrates awareness of and commitment to goals and mission of VVHC. Prioritizes customer service. Maintains high quality, accuracy, and neatness in work performed. Remains calm & tactful under stress, conflict or emergencies.
7. **Confidentiality/professionalism** - Maintains organizational and patient confidentiality. Maintains appropriate personal boundaries with clients and co-workers. Acts with integrity. Accepts supervision and criticism in constructive manner. Maintains professional appearance. Demonstrates ability to adapt to change. Understands all HIPPA for proper handling of patient related information.

#### **JOB KNOWLEDGE:**

1. Understands the functions, expectations and responsibilities of the job, policies, procedures and standards of the organization. Comprehends how the job interrelates with the organization and its mission, vision and values. Shows initiative for continuous learning and demonstrates ability to grasp new skills and concepts. To include:
  - **Knowing**
    - our charting system
    - where everything in the office is located and all supplies we stock.
    - how to use the SDS book.
    - Current WISHA guidelines.

- Requirements of the infection control manual.
- Maintaining timely and accurate charting.
- The ability to educate patient and parents of treatment needs and home care instructions.
- Obtaining continuing education credit hours to maintain any professional credentials.
- Seeking out additional educational opportunities to continuously improve skills.
- Educates patients in all aspects of dentistry. Standards:
  - Works with each patient to develop an individualized home care plan that will help them control the caries process and/or prevent decay as well as stabilize their gingival health or manage periodontal disease. This would include home care products, mechanical techniques as well as diet counseling.
  - Employs motivational interviewing for behavioral change.
- Provider shall complete in a timely manner dental and other required records for all of the Provider's patients as required by the policies of VVHC.
  - Reviews medical history and records dental treatment in the chart to ensure that treatment plan does not compromise patient's health.
  - Maintains dental charts and histories of clients treated.
- Provider will cooperate with the Dental Director and other Dentists within VVHC to include providers in other department to provide collaborative care.
- Provides guidance and direction to dental assistants, hygienists, and other support personnel.
- Participate in community activities to promote VVHC.
- Performs other related duties as assigned. Standards:
  - Follows guidelines established at time of assignment.
  - Accepts assignments willingly.
  - Prioritizes workload to ensure timely completion of assignment.
  - Asks appropriate clarifying questions relative to scope of assignment.

**JOB PERFORMANCE:**

1. Performs the functions, expectations and responsibilities of the job thoroughly, accurately and efficiently while exhibiting the required skills and abilities of the job. To include:
  - Completes assigned duties as directed.
  - Keeps accurate and timely patient records and charting.
  - Knows how to set up and safely operate all chair side equipment;
    - All handpieces
    - Air/water syringes
    - Operating light
    - Ultrasonic Scalers
    - Curing lights
    - Dental chair controls

2. Render professional services within the scope of Provider’s training and responsibility, in compliance with applicable laws and regulations (i.e. federal, state, local, or otherwise), and current standards of dental practice. Standards:
  - Educates patients on proper oral health.
  - Examines teeth and diagnoses patients’ dental conditions.
  - Develops treatment options and advocates for client by explaining all procedures and treatments to the patient before they occur.

ACKNOWLEDGMENT:

I have read and understand the above Job Description, and agree with it.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date