JOB DESCRIPTION/SPECIFICATION

JOB TITLE:		DEPARTMENT:
Dentist		**Dental**
APPOINTED BY AND REPORTS TO:	**WITH APPROVAL OF:**	**DAYS AND HOURS OF WORK:**
Dental Director	**Dental Director**	**Monday – Friday, 40 Hours, Based on Clinic Hours**
LOCATION:	**FLSA:**	**EEO CODE:**
Lisbon Avenue Health Center	**Exempt**	**02-Professionals**

JOB SUMMARY

The dentist is responsible for providing and ensuring the provision of preventative and restorative dental care that is consistent with accepted professional standards.

ESSENTIAL FUNCTIONS

1. Provide preventive, general and comprehensive dentistry services including evaluation, treatment and referral as set by Progressive Community Health Center and Wisconsin State Dental Practice Act.
2. Makes radiographs and processes, as well as evaluates developed radiographs.
3. Performs charting of patient's needs, presenting problem(s), medical and dental health history, tooth charting, and review social history.
4. Takes and records vital signs, prior to rendering dental care as needed.
5. In collaboration with management, train, evaluate and supervise dental clinical staff, including hygienist(s) and assistants.
6. Provide oral health education to patients, guardians and community as appropriate.
7. Maintain accurate, legible, and complete patient dental records as stated by the Wisconsin State Dental Practice Act.
8. Shares with maintenance and sterilization duties.
9. Actively participate in provider and staff meetings.
10. Provide quality services to patients as promptly as possible in a courteous and professional manner by treating patients, families, and co-workers with respect, dignity, and compassion while using resources in the most cost efficient manner consistent with that goal.
11. Actively participates in internal and external committees as appropriate.
12. Supports, communicates, and works within the scope of PCHC's Mission, Vision and Values.
13. Helps others and personally responds well to change.
14. Sets and meets well-articulated individual and team expectations of high performance.
15. Participates in huddles.
16. Assists in the development of and adheres to policies and procedures.
17. Positively represents PCHC in community.
18. Provides excellent customer service in accordance with PCHC's customer service standards.
19. Meets nationally recognized dental productivity standards set by Progressive Community Health Center.
20. Collaborates with medical regarding patient health concerns.
21. Accepts other assignments from the Dental Director, Chief Medical Officer and/or Chief Executive Officer that are appropriate to his/her professional skills and position when required for the good of PCHC.
22. Follow guidelines set by OSHA, CDC, HRSA, Joint Commission and all other governing agencies.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

1. Capable of managing patient flow effectively with providers, staff members, and patients in fast paced environment.
2. Able to follow and apply established office policies and procedures.
3. Ability to relate well to people from diverse ethnic and cultural backgrounds.
4. Ability to have empathy for patients and to treat them with dignity and respect, in a professional and courteous manner.
5. Ability to manage patient flow in a fast paced clinic environment.
6. Willingness to work flexible hours in order to meet patient care needs/demands.
7. Knowledge of anesthetic given and procedures, for both children and adults.
8. Knowledge of universal precautions and blood borne pathogens.
9. Ability to document clearly, patient vital signs and chief complaint, as well as pay close attention to charting detail

EXPECTED BEHAVIORS

1. Treat all people with dignity, respect and compassion.
2. Honor diversity in practices of faith, traditions, and culture.
3. Recognize the good work and accomplishments of others.
4. Invite and acknowledge concerns, suggestions and opinions of others.
5. Protect personal and professional privacy and confidentiality.
6. Communicate truthfully and expect others to do the same.
7. Identify and resolve difficult issues.
8. Seek out and participate in opportunities for development.
9. View change as opportunity.
10. Accept and offer feedback that promotes respect and leads to development.
11. Seek out education and training to build job skills.
12. Exceed expectations of patients and colleagues.
13. Strive to exceed job requirements.
14. Seek to continuously improve work processes.
15. Work with others in the spirit of teamwork.
16. Be accountable for the successful completion of scope of work.
17. Make decisions about time and work resources that avoid waste and duplication.
18. Conserve natural and environmental resources.
19. Maintain health, safety and security in the workplace.

CERTIFICATION/LICENSE

- DDS degree from an accredited college or university
- Licensed to practice dentistry in Wisconsin
- DEA registration

EXPERIENCE/SKILLS

- Previous dental experience preferred
- Previous experience working in a Federally Qualified Health Center preferred

QUALIFICATIONS

To perform this job successfully, the employee must be able to perform each essential function, as well as the physical and mental requirements satisfactorily. The requirements listed above are representative of the

knowledge, skills, abilities and other characteristics required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

PHYSICAL REQUIREMENTS/DEMANDS

PERCENTAGE OF TIME	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read patient charts, as well as use computer, fax machine, xerox machine and other medical equipment in accordance with specialty.				X
Hearing: Must be able to hear well enough to communicate with co-workers and patients.				X
Sitting: Must be able to sit for the majority of the work shift while answering telephone and communicating with patients.				X
Standing/Walking/Mobility: Must be able to stand to take patient vital signs and chief complaint. Must be capable of walking on hardwood and linoleum floors with concrete underlayment. Must be able to walk between various clinical areas and departments.				X
Climbing/Stooping/Kneeling:		X		
Lifting/Pulling/Pushing:		X		
Fingering/Grasping/Feeling:				X

This position requires manual and finger dexterity and eye-hand coordination for easy and skillful use of hands when working with patients and equipment. The employee frequently is required to stand, walk, sit, climb, balance, stoop, crouch, kneel, and reach with hands and arms. Good hearing is necessary to receive detailed information through oral communication and to make fine discriminations in sound. Visual acuity is needed to assess color changes and to verify accuracy of written materials, and to accurately prepare and administer treatments

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of patients or employees of organization. Utilize interpreters and/or language line.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide, as well as interpret medical numerology e.g., cc's or centimeters, etc.

REASONING ABILITY

Able to think and reason in order to solve practical problems, follow directions and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

COMPUTER SKILLS

Ability to perform basic Microsoft programs and dental software

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Fast paced work environment. The noise level in the work environment is usually moderate.

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DISCLAIMER

The above duties and responsibilities are essential job functions, subject to reasonable accommodations. All job requirements listed indicate the minimum level of knowledge, skills and/or abilities deemed necessary to perform the job proficiently.

This job description is not intended to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions, as requested by their supervisor, subject to reasonable accommodation.

Signatures: **Employee** **Date**	 **Manager/Supervisor** **Date**

Signatures: **Human Resources** **Date**	