POSITION DESCRIPTION

POSITION TITLE: Dentist

DEPARTMENT: Family Dental Clinic - Clinical

SALARY GRADE: Grade 19

REPORTS TO: Lead Dentist

POSITION OVERVIEW
The Dentist works as a team member to provide dental services in a busy public health dental clinic. The Family Dental Clinic provides care to diverse populations of northern Larimer County, including those with limited resources who are unable to afford the full cost of care.

SUPERVISION AND FISCAL RESPONSIBILITIES
This position has no supervisory or fiscal responsibilities.

EXAMPLES OF DUTIES

• Provides quality dental services which include, but are not limited to:
  o Restorative dentistry, including crowns and bridges.
  o Preventative dentistry
  o Oral surgery
  o Endodontics
  o Removable Prosthodontics
  o Establish treatment plans as required.

• Provides clinical direction to assigned dental assistants as requested by the Dental Services Manager, Lead Dentist, and Dental Assistant Supervisor. Responsibilities may include:
  o Interviewing and hiring assistants
  o Training employees
  o Planning, assigning, and directing work.
  o Participates in monthly supervision meetings.
  o Provides performance appraisal feedback.
  o Addresses complaints and resolves problems.

• In coordination with the Dental Services Manager and Lead Dentist and as priorities shift from time to time:
  o Works with school nurses to organize and schedule educational programs on oral health in the schools.
  o Performs screenings and fluoride applications for Head Start and public-school pupils.
  o Works with other community non-profit organizations and county agencies to provide screenings and communicate the importance of oral health.

• Participates in the achievement of the Health District’s Strategic Plan, Quality Assurance Plan and other plans and policies.

• Assists, as requested, in developing policies, performing quality assurance audits and studies as well as participating in community and statewide public health organizations involved in improving dental services to the underserved.

• Attends continuing education to maintain dental skills and licensure; as well as development of supervisory skills, and other skills as needed.

• Ensures OSHA compliance.
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- Maintains DEA licensure; writes prescriptions as needed, utilizing state-sanctioned prescription medication monitoring database(s).
- Utilizes Safety Data Sheet (SDS) procedures and performs SDS duties as needed.
- Complies with infection control procedures in the dental clinic.
- Provides quality customer service to a diverse population that includes individuals with physical and mental disabilities.
- Develops and maintains positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.
- Works as a positive and productive team member, participating in group meetings, trainings, retreats, and special events as required.

QUALIFICATIONS
- Graduation from an accredited dental school with a DDS or DMD degree is required.
- Licensed to practice dentistry in the state of Colorado is required.
- Willingness to obtain and/or maintain current CPR certification is required.
- Wide range of dental skills including preventive, restorative (including crowns and bridges), removable prosthetics, endodontic services, oral surgery, and administration of nitrous oxide.
- Strong interest in preventive care is desired.
- Experience in public health dental care delivery is desired.
- Experience working in or managing a dental clinic serving diverse populations is desired.
- Ability to work with diverse populations, including those with limited resources.
- Ability to work with and be sensitive to the needs of those with physical and mental health conditions.
- Experience working with Medicaid/CHP+ is desired.
- Regular, reliable, and on-time attendance is an essential function of this position.
- Completion of a 12-month General Practice Residency in a hospital setting is desired.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.
- Ability to maintain confidentiality with protected client information.
- Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) are desired.
- Experience in medical/dental practice management and billing software (i.e., Dentrix) is desired.
- Ability to use Dentrix or similar software for chair side inputting of dental patient information.
- Written and oral fluency in English and Spanish language is desired.
- Requires reliable transportation; valid driver’s license and auto insurance if reliable transportation is by personal automobile.
- Must comply with infection control policies for this position. Requirements include providing documentation of MMR, Varicella, Tdap and Hep B (Hep B is optional, but strongly recommended) immunizations and compliance with tuberculosis training, screening, and testing on hire.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

WORK ENVIRONMENT
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.

**General Benefits Description** - For qualifying employees, the Health District provides paid time off, medical, and dental insurance, life, and disability insurance, 401(a) employer match, and a robust employee wellness and recognition program. Vision insurance and an additional pre-tax retirement plan are offered. A complete list of benefits can be found on the Health District website.

**Equal Opportunity Employer** - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.