



THE COQUILLE INDIAN TRIBE

Job Title: DENTAL DIRECTOR
Department: KO-KWEL WELLNESS CENTER (KWC)
Reports to: Assistant Health and Human Services Director for Clinical and Accreditation Services
FLSA Status: Exempt
Salary Grade: TBD
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

The Dental Director will render dental treatment, manage staff, operate and promote the dental program, oversee program budget, and report to the appropriate entity. Dental treatment includes, but is not limited to; restorative, fixed and removable prosthodontics, endodontics, oral surgery, prevention, scaling & root planning, and radiology required in the performance of such services.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Oversee the development and evaluate the KWC Dental program. . This includes managing staff, enforcing and creating infection control protocols, patient treatment & scheduling, billing/receivables, training, ordering/budgeting, licensing, equipment maintenance, and safety practices.
2. Perform the responsibilities of a Supervisory Dentist for the Coquille Indian Tribe Dental Health Aid Therapist as detailed in the Oregon Health Authority Oral Health Pilot Project #100 Rules and the I.H.S. Community Health Aide Program Certification Board Standards and Procedures and the KWC Dental Health Aide Therapist practice agreement.
3. Oversee the financial aspect of the program to include proper and timely billing, insurance claim submission, and accurately posting receivables. Responsibilities also include monitoring the accounts receivables to ensure they are rectified in a timely manner.
4. Monitor the production of the clinic and make efforts to keep production at an adequate level based on the ability of the clinic and the needs of the patient population.
5. Submit all required reports to Indian Health Services, Tribal Council, Health Director, Business Office Manager, and QI Coordinator as needed.
6. Attend and participate in various meetings in and outside of normal clinic hours.
7. Manage clinic specific programs such as Head Start, sealant clinic, orthodontic screening, and participate in health fairs and any other clinic specific program that is performed.
8. Perform comprehensive patient treatment utilizing dentistry's standard of care with an evidence based approach to include:
 - Review patient's medical chart for evidence of disease or abnormalities which could be adversely affected by dental treatment, and take necessary precautions to insure safe and effective treatment.
 - Ensure proper referral of patients for necessary medical evaluation or specialty care if beyond the scope of general dental practice or the dentists training.

- Perform oral examinations to include inspection of hard and soft tissues of oral cavity, diagnosing pathological/irregular conditions, and insure that results of exam are properly recorded in patient's chart.
 - Develop patient treatment plans and ensure that the patient understands the plan.
 - Request required dental radiographs and performs radiographic interpretation.
 - Perform restoration of cavities utilizing common dental restorative materials.
 - Provide all appropriate dental disease prevention measures for each patient.
 - Perform single and multiple extractions of teeth from simple to complex extractions.
 - Remove localized foreign bodies from the gingival tissues and alveolar sockets.
 - Perform root canal therapy on single and multi-rooted teeth.
 - Performs routine prosthodontic procedures to include crowns, bridges, and inlays/onlays.
 - Performs routine removable prosthodontic procedures to include, partials, dentures, and splints.
 - Perform routine pedodontic procedures to include fillings, cleanings, pulpotomies, stainless steel crowns, extractions, and space maintainers.
 - Diagnose malocclusions and refers for proper orthodontic treatment.
 - Treat oral and gingival infections.
 - Provide consultant services in administration matters related to dentistry. As necessary, may serve in other areas of incumbent's discipline.
 - Identifies and pursues methods of professional growth and career development in areas identified as a need for self and staff.
9. Operate policies and practices of the dental services, Oregon Board of Dentistry, Tribal clinic policy, accepted dental materials, procedures, and techniques and dental publications.
 10. Use judgement in selecting and adapting techniques, procedures, and materials most appropriate for treating the specific problem of each patient. Situations requiring significant deviations from the guidelines are referred.
 11. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

PHYSICAL REQUIREMENTS

This position requires regular and recurring physical exertion such as standing, bending, twisting, reaching, and moving objects – including the human body up to 30lbs. The work requires color identification, close vision, and depth perception.

The work also requires specific physical characteristics of the fingers and wrist such as dexterity in manipulating dental instruments and materials up to 10lbs of force.

Work involves regular and recurring exposure to the hazards of radiation, detergents, solvents, acids, caustics, communicable diseases, airborne debris, anesthetic waste gases, high-pitched sounds and ultraviolet light. Special safety precautions are used to reduce exposure to contagious disease and radiation, including protective clothing and gear, such as face mask, surgical gloves, and protective eyewear.

- Radiology equipment is operated from behind a protective screen with the simultaneous use of a radiation dosimeter.
- Work is performed in a modern office setting.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Experience working with an electronic health dental record.
2. Experience in working with word processing software.
3. Supervisory experience preferred.
4. Must have the ability to manage a dental facility parallel to that of a private dental practice including: accounts receivables, finances, production, marketing, patient care, vendors, maintenance and staffing.
5. Ability to communicate proficiently, both orally and in writing.
6. Ability to relate well to a wide variety of people and maintain effective working relationships with patients, pharmacies, laboratories, medical, and other staff.

REQUIRED QUALIFICATIONS

- A. Must have a Doctorate of Dental Surgery (DDS) or Doctor of Medicine in Dentistry (DMD) degree from an accredited school of dentistry.
- B. Experience managing a dental team strongly preferred.
- C. Experience working in the American Indian/Alaska Native health system preferred.
- D. Must have and maintain a license to practice dentistry in Oregon, or the ability to acquire licensure within 90 days.
- E. Must have and maintain a Drug Enforcement Agency (DEA) license.
- F. Must have and maintain current provider Basic Life Support (BLS) card.
- G. Administering standard and moderately complex clinical dental treatments.
- H. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.