Title: Dentist

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Clinic Duties**

1. Performs dental services at [CHC] service site locations including but not limited to oral examinations, fillings, extractions, crowns, and root canals following [CHC]’s policies and procedures regarding scope of care, patient scheduling, treatment sequencing, and restorative material options. Clinician makes appropriate referrals as needed to dental specialists.
2. Interprets radiographs, diagnoses dental disease, evaluates oral health, and collaboratively plans treatment with patient.
3. Prescribes medication and/or determines appropriate dosages for medication.
4. Maintains and updates patient charts and records; completes all chart documentation within 48 hours of patient visit.
5. Oversees the preventive maintenance of clinic equipment and instruments.
6. Participates in problem solving and continuous quality improvement and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes (PCMH) and working to implement patient centered communication skills.
7. Collaborates with dental hygienist to optimize preventive care.
8. Makes referrals to Behavioral Health, Medical Clinic, and Community Health Advocates as needed.
9. Monitors blood pressure, pulse, pulse oximetry and makes appropriate referrals to MD as necessary.
10. Understand dental benefits s (Medicaid, Slide, etc.) and bill appropriately for proper dental services.  Explain cost of treatment to patient prior to service.
11. Participates in continuing education as required by State dental association Focus on courses that benefit patients at FQHC’s and courses that promote oral wellness.

**Supervisor Duties**

1. Supervise dental clinic support staff.
2. Understands and accurately communicates staff job expectations in a specific, measurable way.
3. Participates in hiring and training of support staff.
4. Provides oversight of dental clinic operations and staff scheduling.
5. Ensures radiology compliance with Montana state law.
6. Ensures consistent knowledge base, workflows, and teamwork among all dental clinic staff.
7. Utilizes disciplinary measures when appropriate with the support from HR the dental director and HR director.
8. Completes employee annual evaluations in an effective, timely manner. Goals for the evaluation include discussing employee strengths and areas for improvement, as well as supporting employee in pursuit of future goals.

**Other**

1. Adheres to all [CHC] Policies and Procedures.
2. Participates in performance optimization and risk management activities as required.
3. Cooperates and abides by all elements of [CHC]’s Compliance Program.
4. Provides exceptional customer service and models the mission of [CHC] when interacting with internal and external stakeholders promoting a positive image for the health center.
5. Performs other duties as assigned with or without prior notification pertaining to the mission of [CHC] and the benefit of the operations of the dental clinic.

**MINIMUM JOB QUALIFICATIONS:**

Education/Certificates/Licenses:

**Required**

* Licensed as a dentist in the state where you practice
* Graduate of an accredited dental school
* BLS Certificate
* Valid driver’s license

Experience:

**Required**

* Prior practice experience

**Preferred**

* Three (3) + years as a practicing dentist