

## Northwest Colorado Health

### Dental Director

#### **General Statement of Duties:**

The Dental Director is a senior level administrative position with responsibility for all dental services. This responsibility includes the authority to oversee all aspects of dental care delivery, regulatory compliance, quality, efficiency, and the supervision of all dentists and dental hygienists. Director divides time between direct care-giving and medical management oversight.

#### **Supervision Received:**

Reports to the Chief Operating Officer.

#### **Supervision Exercised:**

Supervises Dentists, Dental Hygienist, Dental Coordinator and other designated staff.

#### **Essential Functions:**

1. Provides direct dental services including examination of individuals requesting care, diagnoses their dental/oral conditions, prescribes and carries out, or directs others in carrying out, appropriate dental/oral treatment, or refers individuals for specialty consultation or treatment in conformance with approved clinical protocols and guidelines.
  - a. Complies with the state and federal regulations with regards to the provision of dental services.
  - b. Responsible for all dental services and programs.
2. Formulates, implements, and supervises the provision of dental services within the agency and CHC.
  - a. Supervises all clinical sites. Evaluates site performance clinically and financially. Assures that continued dental education, skills, and training for all dental clinical staff are maintained as required to ensure high levels of professional competency.
  - b. Hires and evaluates dental staff, mediates disputes within and between sites and works closely with Health Center Director to increase efficiency.
  - c. Authors/reviews/revises dental care related policies, protocols and procedures
3. Attends meetings and maintains contact with other organizations that affect our mission including Colorado Community Health Network, local and state healthcare agencies and other human services agencies.
4. Participates in ongoing performance improvement process.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

**Education and Certification:** Licensed Dentist in the State of Colorado and active DEA certificate.

**Experience:** Three years experience in a Community Health environment or 3 years of clinical post-residency practice required. Two years of healthcare administration preferably directing dental services at a Community Health Center preferred.

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$100,000 and valid Colorado driver's license.
2. Current CPR certification.
3. Current immunization history, after job offer and before starting job.
4. TB Testing upon hiring or proof within the last year.

**Knowledge, Skills, and Abilities:**

1. Requires a comprehensive knowledge of primary dental care in outpatient settings. Knowledge of the principles of practice of modern dentistry as related to public health organizations and community health center programs as well as current social and economic problems pertaining to public health and their impact on primary health care.
2. Ability to coordinate care with other medical, behavioral health and dental staff.
3. Knowledge of dental clinic operations.
4. Exercise effective leadership skills and provide guidance to the team.
5. Ability to support and work collaboratively with clinicians and administrators to oversee dental and business plan.
6. Basic computer skills to include proficiency with Electronic Dental Records.
7. Excellent oral and written communication, problem solving and negotiation skills.
8. Ability to organize and prioritize tasks.
9. Ability to work under pressure.
10. Ability to work as successful integrated multi-disciplinary primary health care team.

**Working Conditions:**

1. Work environment is variable, as care is performed in clinics, public, non-medical facilities or in homes. Lighting, acoustics, air quality, temperatures, and environmental hazards are not predictable.
2. Occasional evenings and weekends.
3. This position meets the criteria for Category 1 of OSHA's guidelines for exposure to biohazard. Normal work routine involves potential for mucous membrane or skin contact with blood and/or body fluids; use of appropriate protective measures is required.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

**I, \_\_\_\_\_ acknowledge that on this date,  
I have received the following job description for my present position.**

**Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_**