

Klamath Health Partnership

Job Description and Responsibilities



Position: Dentist (DMD/DDS)

Salary Range: \$
Status: Regular, Full-time Exempt
Reports to: Chief Dental Officer
Location: Klamath Open Door

The Doctor of Dental Surgery or Doctor of Medical Dentistry under the direction of the Chief Dental Officer, will perform full scope dentistry in the dental clinic. The Dentist will provide quality and cost effective dental services to the KHP patient population, meeting their diverse health and social needs. The Dentist will perform complete examinations of patients and screen all patients for health maintenance needs, in a relationship based model of care with a team of health providers. The Dentist will document clinical observations, adhere to industry standards and conduct chart reviews to ensure compliance. The ideal Dentist for this position will have the ability to connect respectfully with patients and carry out responsibilities within the mission of KHP.

DUTIES AND RESPONSIBILITIES

1. Deliver superior quality care to all patients regardless of socioeconomic status or cultural background.
2. Diagnoses and treats diseases, injuries and malformations of teeth and gums and related oral structures.
3. Examines patients; utilizes x-rays, mirrors, explorers and other diagnostic procedures and instruments.
4. Cleans, fills, extracts and replaces teeth, using rotary and hand instruments, dental appliances, medications and surgical implements.
5. Designs and builds crowns, bridges and other oral structures.
6. Plans program of examination and treatment for patient clientele.
7. Participate in management and staff meetings, and other Board and misc. meetings and retreats if appropriate.
8. Ensure safety and security of Dental Department according to OSHA requirements.
9. Follow current protocol and procedures relative to personnel, expenditures and purchases
10. Develop and implement patient dental education program in accordance with currently acceptable dental practices.
11. Maintain written records as required by law and ensure quality dental health care and sound fiscal and management control.
12. Provide direct dental care to Clinic patients.
13. Participate in planning with administrative, medical staff and the Board and follow through with goals as they are set.
14. Work in accordance with the Vision Statement/Mission Statement as published by the Board of Directors.
15. Directly supervises dental staff.
16. Maintains strict patient confidentiality.
17. Participates in quality improvement activities.
18. Provides call coverage and inpatient care as required by contractual obligations.
19. Complies with OSHA regulations as well as all clinic safety standards.

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EDUCATION AND EXPERIENCE:

1. Board certification or Board eligible, in family medicine is required.
2. Graduation from an accredited school of medicine is required.
3. Prefer three (3) years of experience within a primary health care environment, preferably in medically needy and underserved communities and in a community health center setting.

QUALIFICATIONS:

1. DDS or DMD; current, valid dental license to practice in the State of Oregon, including CPR/First Aid required.
2. Must have excellent verbal and written communication skills
3. Possess the tact necessary to deal effectively with patients, physicians and employees
4. Possess knowledge of modern office equipment, systems and procedures.
5. Current, relevant, and substantial knowledge of areas related to health center licensing and operations, e.g., legal/regulatory, administrative, policy, protocols, and other clinical issues, especially within a FQHC environment, required.
6. Demonstrated ability to work effectively independently and as part of a team, in collaborative settings, required.
7. Understands and is committed to maintaining highest level of confidentiality.
8. Sensitivity to needs of culturally diverse patient and employee population.
9. Willingness and ability to work some evenings and weekends, as needed.

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Employee Position Description Acknowledgment

I have received a position description or summary of the duties I am to perform. I understand what my duties entail and affirm that I possess the requisite knowledge, skills, abilities, experience, and education to perform the duties described. I can perform them with or without reasonable accommodation. I understand that jobs and duties are subject to change from time to time, as Klamath Health Partnership, Inc., its Board of Directors, Executive Director, or my immediate supervisor deem necessary. Thus, I may be required to perform duties other than those listed and my job may change over time.

Unless otherwise approved and established by my immediate supervisor, I understand that I am expected to report to work as scheduled, on time, prepared to start work, and will remain at work for my entire work schedule. I am responsible to avoid late arrival, early departure, or other disruptive absences from scheduled hours as far as practicable. My schedule will be prearranged by my departmental supervisor based upon the operational needs of Klamath Health Partnership, Inc., and in keeping with its core mission. I realize that staffing needs and operational demands may necessitate variations in starting and ending times, leave requests, as well as variations in the total hours that may be scheduled each day and week. I will seek guidance from my supervisor or the Human Resources Specialist for clarification of all scheduling questions, requests, and guidelines.

I understand that this position description is not a pledge of continued employment in this or any other job for any specific period of time or under any specific circumstances or conditions. This position description does not change the terms and conditions of the at-will employment relationship explained in the corporate policy handbook.

Employee Signature

Date

Human Resources Generalist

Date