

Community Oral Health Services

Community Health Clinic Dentist/Prevention Educator

Job Title: Community Health Clinic Dentist/Prevention Educator

Reports To: Executive Director

Summary: In a variety of community based locations throughout Monterey County, provides dental care to underserved infants, children, and adolescents by performing the following duties in a state of the art mobile clinic setting.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Provides preventive services through use of fluorides and sealants and instructs patient and family members on oral health care.
- Direct the daily activities of all clinic staff.
- Examine, diagnose, develop treatment plan and deliver services to patients.
- Carry out all treatments in conformity with the Code of Ethics of California Dental Association.
- Prescribe and explain medications as necessary.
- Knowledge of patient management software and Word Processing software.
- Perform daily patient documentation quality control per Agency's protocols.
- Conduct performance evaluations of all staff.

Supervisory Responsibilities

- Assists in recruiting, interviewing, hiring, training and performance appraisal of all clinical employees.
- Directly supervises work of on-call employees and volunteer professionals.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Assists in recruiting, interviewing, hiring, training and performance appraisal of all clinical employees.

Problem Solving

- Identifies and resolves problems in a timely manner;
- Gathers and analyzes information skillfully;
- Develops alternative solutions;
- Works well in group problem solving situations;
- Uses reason even when dealing with emotional topics.

Customer Service

- Manages difficult or emotional customer situations;
- Responds promptly to customer needs;
- Solicits customer feedback to improve service ;
- Responds to requests for service and assistance;
- Meets commitments.

Interpersonal Skills

- Maintains confidentiality;
- Listens to others and acts on constructive feedback.

Oral and Written Communication

- Demonstrates group presentation skills;
- Participates in meetings.
- Able to read and interpret written information.

Teamwork

- Balances team and individual responsibilities;
- Contributes to building a positive team spirit;
- Puts success of team above own interests.

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Managing People

- Takes responsibility for subordinates' activities;
- Provides regular performance feedback;
- Improves processes, products and services.

Quality Management

- Looks for ways to improve and promote quality;
- Demonstrates accuracy and thoroughness.

Cost Consciousness

- Works within approved budget;
- Develops and implements cost saving measures;
- Contributes to profits and revenue ;
- Conserves organizational resources.

Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment; Builds a diverse workforce.

Ethics

- Treats people with respect;
- Keeps commitments; Inspires the trust of others;
- Works with integrity and ethically;
- Upholds organizational values.

Organizational Support

- Follows policies and procedures;
- Completes administrative tasks correctly and on time;
- Benefits organization through outside activities;
- Supports affirmative action and respects diversity.

Professionalism

- Approaches others in a tactful manner;
- Reacts well under pressure;
- Treats others with respect and consideration regardless of their status or position;
- Accepts responsibility for own actions; Follows through on commitments.

Quality/Quantity

- Demonstrates accuracy and thoroughness;
- Looks for ways to improve and promote quality;
- Applies feedback to improve performance;
- Monitors own work to ensure quality.
- Meets productivity standards;
- Completes work in timely manner;
- Strives to increase productivity;
- Works quickly.

Safety and Security - Observes safety and security procedures.

Attendance/Punctuality/Dependability

- Is consistently at work and on time;
- Ensures work responsibilities are covered when absent;
- Arrives at meetings and appointments on time.
- Follows instructions, responds to management direction;
- Takes responsibility for own actions;
- Keeps commitments;
- Commits to long hours of work when necessary to reach goals;
- Completes tasks on time or notifies appropriate person with an alternate plan.

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Initiative

- Volunteers readily;
- Undertakes self-development activities;
- Asks for and offers help when needed.

Education, Qualifications, Licenses and Certifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Unrestricted license to practice dentistry in the State of California
- Graduation from an accredited dental school
- Completion of an accredited general practice residency program is preferred
- Current CPR (BLS) certifications.
- DEA registrations.
- MediCal provider number.
- Professional Liability coverage

Language Skills

- Ability to read, analyzes, and interprets professional journals, technical procedures, or governmental regulations.
- Ability to analyze reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from management, clients and the general public.