

**JOB DESCRIPTION**

**POSITION TITLE:** Dentist **REPORTS TO:**  Dental Director

**DEPARTMENT:** Dental **EMPLOYMENT STATUS:** Salary, Exempt - Professional

**LOCATION:** Bellingham or Ferndale

**JOB PURPOSE:**

To provide quality dental care for Unity Care NW patients. The patients served will be all ages. UCNW manages patient care using a team-based approach in our interactions with patients and working to achieve stated objectives and outcomes. Fill in coverage at other clinic sites will be necessary.

**JOB QUALIFICATIONS:**

Direct patient care predominates; minimal supervision of staff and business duties.

**Education and Experience:** DDS or DMD required. One (1) or more years of experience as a clinical dentist preferred, especially in a community or public health setting.

**Certification and Licensure:** Current Washington dental license and DEA Certificate. Current CPR & BLS certification.

**Specialized Skills & Knowledge:** Must demonstrate strong leadership and team building skills and oral and written communication skills. Must demonstrate ability to work with computers including Electronic Health Records, specifically Dentrix, and MS Office products such as Word, Excel and Outlook. Must have the ability to understand and respond effectively and with sensitivity to children and special populations served by UCNW. Special populations include those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, disability, migrant and seasonal workers, homeless and others.

**Blood-Borne Pathogens Exposure:** Category: I

This position’s roles and functions in our team-based model include:

|  |  |
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| **JOB DUTIES AND RESPONSIBILITIES** | **JOB PERFORMANCE STANDARDS** |
|  |  |
| **Communication:** | 1. Asks for direction when unsure of job expectation.
 |
|  | 1. Makes suggestions and addresses concerns in a constructive manner.
 |
|  | 1. Utilizes appropriate channels of communication in problem-solving and conflict resolution.
 |
|  | 1. Communicates effectively and courteously to all UCNW staff.
 |
| **Organization & Time Mgmt.:** | 1. Does not allow personal issues to interfere with workload; keeps social interaction with other staff to a minimum.
 |
|  | 1. Takes and returns from breaks and lunch times in a timely manner.
 |
|  | 1. Maintains a clean, orderly and professional work area.
 |
|  | 1. Seeks out appropriate uses of time during non-busy periods.
 |
| **Safety/CQI:** | 1. Ensures safe work environment and promotes accident prevention.
 |
|  | 1. Utilizes cause for concern form to identify situations that have an impact on care delivery, safety or customer service.
 |
| **Work Ethic:** | 1. Consistently demonstrates strict adherence to policies and procedures.
 |  |
|  | 1. Takes responsibility for own actions and seeks to correct any mistakes.
 |  |
|  | 1. Consistently reports to work on date and time scheduled.
 |
|  | 1. Self-initiates and follows through on assignments in a timely manner.
 |
| **Team Contribution:** | 1. Participates in and supports team meetings, activities, and/or problem solving.
 |
|  | 1. Promotes positive team work and cohesiveness between all staff.
 |
|  | 1. Provides constructive and creative recommendations for improvements in own area of responsibility or the clinics system as a whole.
 |
|  | 1. Acts as a resource, communicates appropriate knowledge, skills and conduct.
 |
| **Service Excellence:** | 1. Maintains a high level of quality, accuracy and neatness in work performed.
 |
|  | 1. Remains calm and tactful during stressful situations, emergencies and confrontations.
 |
|  | 1. Prioritizes customer service and customer satisfaction.
 |
|  | 1. Demonstrates an awareness of and commitment to the goals and mission of UCNW.
 |
| **Professionalism:** | 1. Maintains appropriate personal boundaries with clients.
 |
|  | 1. Accepts supervision and criticism in a constructive manner.
 |
|  | 1. Maintains professional appearance appropriate for position.
 |
|  | 1. Maintains organizational and patient confidentiality.
 |
|  | 1. Demonstrates an ability to adapt to change.
 |
| **Leadership and Supervision:** | 1. Provides performance feedback regarding Dental Assistants to Dental Assistants’ supervisor.
 |
|  | 1. Implements clinical and practice changes to achieve Dental quality/performance measures and dental bonus plan.
 |
|  | 1. Participates in setting annual goals and objectives for the clinic.
 |
|  | 1. Participates in selection and review of materials, equipment and techniques; discusses recommendations for new products/procedures.
 |
|  | 1. Develops and maintains positive relationships with dentists and health professionals in the area.
 |
| **Clinical Skills and Duties:** | 1. Provides patient services with clinical competency and caring communication.
 |
|  | 1. Provides patient services in accordance with clinic policies and State regulations.
 |
|  | 1. Completes CE programs in clinical skills and practice management; submits re-licensing information in a timely manner.
 |
|  | 1. Diagnoses patients’ oral/dental conditions with an eye toward the patient’s overall dental health.
 |
|  | 1. Develops treatment plans for quality patient care; modifies to reflect patient age, culture, dental IQ, oral hygiene status, physical and mental abilities and socioeconomic status.
 |
|  | 1. Obtains verbal informed consent for all procedures; written informed consent for those according to clinic policies.
 |
|  | 1. Refers patients to appropriate health professionals in accordance with clinic privileging limits and in recognition of own personal limitations.
 |
|  | 1. Participates in peer review and chart audit programs as instructed.
 |
|  | 1. Completes charts in a neat and timely manner, with appropriate signatures and thorough documentation.
 |
|  | 1. Other duties as assigned.
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**PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:**

In a typical day, this job involves the activities listed below. Indicate the frequency of performance of each activity by placing a check mark (✓) in the appropriate column.

 R = rarely *(less than 0.5 hour per day)*

 O = occasionally *(0.5 to 2.5 hours per day)*

 F = frequently *(2.5 to 5.5 hours per day)*

 C = continually *(5.5 to 8 hours per day)*

 NA = not applicable

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| --- | --- | --- | --- | --- | --- | --- |
| **Physical Activity** | **R** | **O** | **F** | **C** | **NA** | **Describe any job duty which requires repetition or a unique application of the activity.** |
| Sitting |  |  | **✓** |  |  |  |
| Stationary standing |  |  | **✓** |  |  |  |
| Walking |  | **✓** |  |  |  |  |
| Ability to be mobile |  |  |  | **✓** |  |  |
| Crouching (bend at Knee) | **✓** |  |  |  |  |  |
| Kneeling/crawling |  |  |  |  | **✓** |  |
| Stooping (bend at waist) | **✓** |  |  |  |  |  |
| Twisting (knees/waist/neck) |  |  |  | **✓** |  | Chairside posture |
| Turning/Pivoting | **✓** |  |  |  |  |  |
| Climbing | **✓** |  |  |  |  |  |
| Balancing | **✓** |  |  |  |  |  |
| Reaching overhead | **✓** |  |  |  |  |  |
| Reaching extension |  | **✓** |  |  |  |  |
| Grasping |  |  |  | **✓** |  | Chairside instruments |
| Pinching | **✓** |  |  |  |  |  |
| Pushing/Pulling:  | **✓** |  |  |  |  |  |
|  Typical weight:  Circle the appropriate weight in pounds  **1-10** 11-20 21-30 31-40  41-60 61-80 81-100 >100  |  |  |  |  |  |  |
|  Maximum weight: Circle the appropriate weight in pounds  1-10 11-20 21-30 **31-40**  41-60 61-80 81-100 >100 |  |  |  |  |  |  |
| Lifting/Carrying: | **✓** |  |  |  |  |  |
|  Typical weight:  Circle the appropriate weight in pounds  **1-10** 11-20 21-30 31-40 41-60 61-80 81-100 >100  |  |  |  |  |  |  |
|  Maximum weight: Circle the appropriate weight in pounds  1-10 11-20 21-30 **31-40**  41-60 61-80 81-100 >100 |  |  |  |  |  |  |
| Other physical activities |  |  |  |  | **✓** |  |
|  |  |  |  |  |  |  |
| **Sensory Activities** | **R** | **O** | **F** | **C** | **NA** | **Describe any job duty which requires repetition or a unique application of the activity.** |
| Talking in person |  |  |  | **✓** |  |  |
| Talking on telephone | **✓** |  |  |  |  |  |
| Hearing in person |  |  |  | **✓** |  |  |
| Hearing on telephone | **✓** |  |  |  |  |  |
| Vision for close work |  |  |  | **✓** |  | Intraoral detail |
| **Environmental Factors** | **SPECIFY** |
| Safety requirement: -clothing -required safety equipment -activities performed | Gloves, mask, safety glasses, protective gown. |
| Exposures: -fumes -chemicals -blood or other bodily fluids -cold/heat -dust  | Handling of sharp instruments/needles, radiographic equipment, UV light, sonic instruments, exposure to blood and bodily fluids on regular basis, mercury/amalgam fillings. |
| Operation of equipment, vehicles or tools | N/A |
| Required infection control standards | Review policy. |
| Other environmental factors | N/A |

I, the undersigned, acknowledge that I have read the above job description and agree that it defines the position as it currently exists. The undersigned also understand that the above is intended to describe the general content of and requirements for performance of this job. It is not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor.

**Employee Signature: Date:**

**Supervisor Signature: Date:**