



Creating and Inspiring Healthier Lives.

Position Title:	Dental Director/Dentist
Department:	Dental
Supervisor:	Chief Medical Officer
Supervisory Responsibilities:	Dentists, Hygienists, Dental Support Staff
FLSA Status:	Exempt

### Summary:

The Dental Director provides clinical leadership and high-quality primary and preventative dentistry to patients at Alluvion Health's dental location and Mobile Dental Program. Alluvion's Dental Director is an integral member of quality improvement programs and serves as a champion for our Patient Centered Medical Home. The Dental Director works independently and interdependently with other clinic departments and providers to ensure integrated care for patient centered outcomes

The Dental Director will ensure the smooth operation of dental-based services and the achievement of productivity goals, and education, training, implementation and maintenance of QA/QI Program, Emergency Preparedness Program and Risk Management/Compliance Programs and the development, implementation and monitoring of policies, procedures and protocols. The Dental Director will provide leadership in establishing and maintaining a professional and respectful environment that supports teamwork while promoting dignity, privacy and confidentiality of patients and families.

### All employees will exhibit the following behavioral traits:

#### *Integrity and Trust*

Individual is widely trusted and can present information and discuss situations in an appropriate and helpful manner, keeps confidences, admits mistakes, doesn't misrepresent him/herself for personal gain. Is respectful in action and communication with clients, patients and staff.

#### *Mission Integration*

Adheres to the organization's mission during times of ease or challenge, is dedicated to the expectations and requirements of the mission and vision, acts in line with the values identified by Alluvion Health.

### *Team Relations*

Understands and supports the team approach and integrated model of Alluvion Health. Is seen as a team player, cooperative and supportive of his/her coworkers, practices what he/she preaches. Can be candid with peers and fosters open dialogue. Creates a feeling of belonging on the team and holds self and team accountable to those behaviors.

### **Essential Job Responsibilities:**

1. Provides clinical dentistry to patients assuring quality of care and efficient use of resources;
2. Provides dental consultation to other dentists on staff, hygienists and dental assistants;
3. Provides supervision of dentists, hygienists and dental assistants;
4. Documents patient histories, progress notes, interventions in the electronic dental record;
5. Maintains confidentiality of patients and staff;
6. Works collaboratively with an all multidisciplinary team;
7. Supervises care given by dentists, dental hygienist, and dental assistants;
8. Participates in developing, implementing and monitoring health center policies, procedures, and objectives;
9. Responsible for development of patient care policies creation and revision as a result of quality improvement activities including chart audits, peer review, patient satisfaction, incident reports, etc.;
10. Oversight (delegated) for quality improvement activities, most specifically peer review of dental providers and dental assistants;
11. Collaborates with other professionals in the Alluvion Health for consultation or referral;
12. Promotes the mission and vision of the Alluvion Health;
13. Ability to work flexible hours and overtime when requested;
14. Works in a team or independently as required;
15. Follows instructions verbally and written;
16. Provides leadership, conflict resolution, motivation and promotes team work of case managers and care coordinators to achieve Alluvion Health goals and productivity thresholds;
17. Monitors and evaluates patient show rate and works towards maximizing community usage and access;
18. Oversees program initiative implementation such as meaningful use, patient centered medical home, etc. to ensure compliance and improvement;
19. Maintains confidentiality to ensure compliance with Federal and State regulations;
20. Works collaboratively with Alluvion Health's Leadership Team to ensure compliance with HRSA 330 requirements and reporting including UDS, budget period renewals, audits, FFR and any other submissions required for compliance;
21. Serves on Alluvion Health's Leadership team and other formal and ad hoc committees and teams as appropriate;
22. Maintains knowledge of current resources, legislative and program changes relevant to PCMH, Medical Home recognition programs, Meaningful Use and QI/QA initiatives;
23. Supervises and coordinates various personnel actions including, but not limited to, recruiting, directing, training, competencies, performance appraisals, promotions, monitoring time and attendance, and vacation schedules to ensure the clinic operates

- in an efficient manner and patients receive high quality customer service;
24. Ensures recruitment, selection and promotion procedures are coordinated and carried out in compliance with federal and state guidelines and policies (such as EEO, ADA, and AAP). Provides technical assistance and advice to the hiring managers or directors in complex and/or non-routine recruitment/selection actions. Responds to complaints/grievances from employees, applicants, or others concerning the hiring process. Investigates complaints and identifies corrective actions. Develops selection devices and practices and assists managers in the development of screening criteria and interview questions. Manages recruitment and selection efforts including advertising; vacancy postings; receiving completed hiring files; entering/maintaining accurate applicant flow/EEO data, storing files; etc.
  25. Remain knowledgeable of support staff's roles and responsibilities, as well as all areas of practice to provide continuity of services during position vacancies; maintains work schedules for reporting staff
  26. Provides leadership, conflict resolution, motivation and promotes team work of employees in achieving agency goals
  27. Assists other members of the management team in developing ongoing management objectives
  28. Familiarity with, adheres to, and ensures employee manuals, job descriptions, Alluvion Health policies and procedures, manuals, OSHA, HIPAA, CLIA and Alluvion Health regulations are maintained and followed by every staff member
  29. Responsible for completing various special projects/events, which may require reviewing and analyzing information, identifying problems, recommending solutions and writing reports
  30. Performs a variety of other duties as assigned; which may include but are not limited to: directing or participating in special projects and events, conducting research, representing Alluvion Health at meetings and conferences, and attending continuing education and training events

### **Knowledge, Skills and Abilities:**

#### *Knowledge and understanding of:*

- Modern dentistry and oral surgery
- Current principles, methods and procedures for the delivery of dental evaluations, diagnosis and treatment;
- Theories, methods, and procedures for the prevention of dental diseases and required corrective treatment;
- Dental terminology;
- Medications and medication effects.
- Ability to work as a team member, establishing and maintaining effective relationships with patients and other staff;
- Exhibits cultural sensitivity;
- Federal grant requirements and regulations pertaining to federally qualified community health centers;
- Electronic Health Records software;
- Health information technology and HIPAA/HITECH compliance;

- Medicaid and Medicare billing practices;
- Safety procedures and practices.

*Skills in:*

- Personnel administration;
- Community involvement;
- Utilization of electronic medical records;
- Working independently and being self-motivated while performing job requirements;
- Time management and organization;
- Policy development;
- Customer service;
- Effective written and verbal communication.

*Ability to:*

- Provide leadership;
- Establish and maintain effective community partnerships;
- Establish and maintain effective working relationships with staff, elected officials, department heads, health professionals and the public;
- Adapt to changes in the work environment;
- Manage competing demands, changes in approach or method to best fit the situation;
- Deal with frequent change, delays and or unexpected events;
- Adhere to a high degree of confidentiality and sensitivity towards the families involved;
- Maintain confidentiality and compliance with HIPAA privacy and security rules;
- Work with patients with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner;
- Work with people from all walks of life, such as individuals with various social and emotional histories, high risk, unemployed, and homeless, abused and people with mental health conditions;
- Work independently with little direction but also with a team;
- Communicate effectively orally and in writing;
- Meet established timelines and/or deadlines;
- Identify problems that adversely affect the organization and its functions;
- Offer suggestions for improvements.

**Education/Training/Qualifications:**

### *Education/Training:*

- Graduate from an accredited Dental School
- One year experience of dental experience preferred

### *Certifications:*

- Licensed and registered to practice Dentistry in the state of Montana
- Current DEA
- Valid Driver's License issued by the State of Montana.

### *Computer:*

- Intermediate to advanced software knowledge in Excel, Access, Word, Outlook and the ability to learn and adequately operate Alluvion Health software applications.

### **Language Skills:**

Fluent in the English language. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

### **Physical Requirements:**

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee is regularly required to sit and use hands and fingers to provide care to patients and operate computer;
- Frequently is required to reach with hands and arms;
- Must occasionally lift and/or move up to 40 pounds while transporting equipment and supplies;
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform computer procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Mobility that permits the employee to move about in a variety of building settings; Personal mobility that permits the employee to enter, operate and exit motor vehicles and travel to other clinic sites.

### **Working Conditions:**

- Work indoors in climate-controlled environment 95% of the time.

- OSHA Exposure Category #1 (*The normal work routine involves exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.*)

**Work Hours:**

- Full-time, Exempt. Typically, a 40-hour workweek.

**Comments:**

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.

_____ Employee Signature	_____ Date
_____ Immediate Supervisor	_____ Date
_____ Human Resources Signature	_____ Date