

JOB DESCRIPTION

TITLE: LEAD DENTIST

REPORTS TO: CEO

STATUS: FULL-TIME, EXEMPT

LOCATION: ANTIOCH & RICHMOND

PAY: \$150,000-\$160,000 SALARY

POSITION SUMMARY

In addition to providing dental services to assigned patients, the Lead Dentist will provide day-to-day supervision of clinical staff and general oversight of patient care within the dental clinic.

QUALIFICATIONS:

JOB QUALIFICATIONS AND EXPERIENCE

- DDS or DMD from an accredited Dental School required
- State Controlled Substance certificate and DEA required.
- Current CPR/AED certification
- Licensed in state to practice Dentistry without limitations required.
- Minimum of three years professional experience preferred
- Public Health experience preferred.
- Valid California drivers' license and proof of auto insurance.
- Must demonstrate knowledge of the rationale of appropriate patient care.
- Demonstrate the ability to maintain good interpersonal relationships with co-workers and health team members
- Skilled in Microsoft Office, Microsoft Access, data entry, and use of business email.
- Passed Physical exam, TB test

RESPONSIBILITIES:

Primary Job Functions

- Serves as an effective day-to-day leader and role model to the dental clinic's professional and support staff
- Attend clinic meetings to represent the dental provider perspective and assist in problem-solving and formulation of dental policies and procedures.
- Works with the CEO, COO & CFO to meet dental goals and objectives.
- Assists with the Dental Provider QA and QI programs.
- Maintains full patient appointment schedule in the dental clinic
- Provides a full range of general dental services within the dentist's defined scope of training
- Utilizes state-of-the-art diagnostic and treatment techniques
- Refers patients to specialists and relevant patient care components as appropriate
- Prescribes pharmaceuticals, other medications and treatment regimens as appropriate
- Directs and coordinates the patient care activities of dental technical and support staff as required
- Follows and guides clinical staff on established departmental policies, protocols, procedures and

objectives, continuous quality improvement objectives and safety, environmental and/or infection control standards

- Maintains necessary credentialing, licensure and continuing education requirements
- Ensure that JCAHO, OSHA and Dental Association regulations are strictly followed.
- Provides general supervision of dental assistants.
- Attends meetings, as required
- Commitment to providing dental care to patients of all ages in a medically under-served community.
- Willingness to be flexible in the development of new methods of dental services delivery.
- Ability to deal with sensitive information in a highly confidential manner.
- Effective communication skills, both oral and written, with patients, families, visitors, co-workers, health care professionals, funders, and other regulatory agencies.
- Works as part of a team.
- Performs other duties as assigned.
- See 15 patients per day in average with the health of a Dental Assistant within 6 months of hire.

Working Conditions and Physical Effort

- Moderate physical activity. Requires handling average-weight objects up to 15-50 pounds, assisting with patients and standing and/or walking for most the day
- Will work with blood or blood-borne pathogens and will require OSHA training
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment

Behavioral Qualities

- Ability to foster a cooperative work environment
- A team player
- Effective verbal and written communication skills
- Ability to work independently with a minimum of supervision
- Responds constructively to pressure situations and time limits
- Accepts and offers guidance and supervision as appropriate
- Attends and participates in staff meetings to review team progress in meeting financial and productivity goals for the dental program
- Places a high value on personal and departmental performance excellence
- Adheres to office dress code and standards of behavior
- Maintains patient confidentiality
- Uses sick time appropriately

SUPERVISORY RESPONSIBILITIES

This position will supervise a dental assistant and or dental hygienist, volunteers and interns.

SPECIAL ADA REQUIREMENTS

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

- Work is normally performed in a typical interior/clinic work environment, with typical office noise and other disruption.
- Limited physical effort is required.
- Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
- Various types of clinic equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.

- Required to drive to other work sites for meetings, conferences, etc.

I have read and understand the duties and responsibilities of the Lead Dentist

Employee Signature: _____

Date: _____