

Dental Director

GENERAL DESCRIPTION:

Under general supervision of the Board of Directors' Operations Subcommittee [BOD Operations Subcommittee] and in collaboration with the administrative team, the Dental Director is responsible for administering, maintaining, expanding and clinically practicing in a program of primary (and in selected instances, secondary) preventive dental care in accordance with the goals of Mascoma Community Health Center. The Dental Director supervises the dental staff and represents the staff to center leadership and provides counsel to leadership and the Board of Directors. Also performs clinical and direct care responsibilities as agreed upon by the BOD Operations Subcommittee.

RESPONSIBILITIES:

Administrative Functions:

- Develops standards and qualifications for dental personnel and oversees approval of dental staff.
- Designs, develops and implements appropriate Dental Department policies protocols and procedures which are in compliance with the most current accepted professional standards and FQHC requirements.
- Responsible for personal as well as Departmental full compliance with all applicable federal, state, local, FQHC, and center rules, regulations, protocols and procedures governing the practice of dentistry and clinical provision of dental care as well as those relating to, but not limited to personnel issues, work place safety, public health and confidentiality.
- Supervises, advises, counsels and disciplines all Dental Department professional providers and staff in conjunction with the clinic Director.
- Performs periodic evaluations of all Dental Department professional providers as required.
- Serves as a liaison between dental staff and administration.
- Reviews dental contracts for services provided to or by MCHC.
- Advises on schedules of fees (and related discounts for services to patients, as appropriate) to be charged for professional services rendered by MCHC dental providers.
- Participates, in conjunction with the management team, in the overall budget planning and monitoring process; reviews the formulation and evaluation of project goals and budgets.

Management Functions:

- Assists in the preparation of the operating budget for the Dental Department and, in collaboration with the Clinic Director, oversees compliance with that budget.
- Participates in recruitment/retention activities for the dental program and center as a whole.
- Performs clinical supervision of dental staff, including regular performance appraisals and feedback to staff.
- Provides supervision of clinical scheduling, call, and leave for dental staff.

- Provides supervision of continuing professional education, in-service training and orientation of new dental staff.
- Approves student affiliation agreements and student rotations: responsible for overall performance of dental students in the health center.
- Ensures integration of dental services into MCHC's overall comprehensive services.
- Advises on purchase of dental equipment.
- Leads planning for the development of new dental programs.
- Provides counsel in personnel matters relating to the dental staff.
- Facilitates dental staff meetings.
- Assists staff with treatment modalities pertinent to MCHC patient populations.
- Reviews input from dental staff on their ideas and concerns with the BOD Operations Subcommittee

Clinical Functions:

- Examines individuals requesting care, diagnose their dental / oral conditions, prescribes and carries out, or directs others in carrying out, appropriate dental / oral treatment, or refers individuals for specialty consultation or treatment in conformance with approved clinical protocols and guidelines.
- Provides general dental treatment for patients including oral disease diagnosis and treatment, pediatric dentistry, prosthodontics, operative dentistry, oral surgery and endodontics.
- Records care provided in the patient's dental record so the record accurately and completely reflects the nature of the contact, the condition of the patient and the care or treatment provided. Complete referrals, data collections instruments and other records or documents as required.
- Educates patients and the community in the nature of oral health related conditions and in general promotion of oral health related disease preventions.
- Assists in the provision of continuing education, on-the-job training, and the orientations of community health center staff as requested.
- Completes dental charts after each visit according to the EHR/EPM protocols.
- Supervises, as needed, dental assistants and personnel in area of specific support services for patient care delivery.

Performance Improvement Functions:

- Oversees the quality of dental care provided to meet the patient's and centers needs. Accountable for ensuring that the MCHC dental program meets all local, state, and FQHC quality and safety requirements.

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General:

- Demonstrates an understanding of MCHC's mission in performing all aspects of the position.
- Demonstrates commitment to, and understanding of MCHC's Service Excellence Standards, by modeling service excellence in all internal and external relationships, addressing service excellence deficits in staff, and in performance of all duties and responsibilities of this position.

- Demonstrates a caring and helpful attitude when interacting with patients, vendors and fellow employees. Strives to build cooperative partnerships with internal and external customers.
- Assists in promoting a dental staff environment in which the dental providers retain independent judgment and responsibility in the practice of dentistry, subject to peer review by, and recommendations from MCHC's Dental Director. Provides an environment in which the dental providers follow and abide by the ethics of the dental profession, all applicable federal, state and local laws and ordinances, and any and all other policies adopted by MCHC.
- Handles confidential information as defined in MCHC's policies.
- Participates in the preparation of grant applications as requested.
- Performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives as requested.
- Participates in other program activities as appropriate.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited dental school
- Unrestricted license to practice in the State of New Hampshire
- Current CPR (BLS) certifications.
- Medicare and Medicaid provider qualified.
- Ability to maintain appropriate clinical privileges required

PREFERRED QUALIFICATIONS

- Minimum of two years clinical experience or GRP, AEGD or DPH preferred
- At least two years experience working with underserved / indigent populations and community based programs.