



## **NVIH POSITION DESCRIPTION**

### **ASSISTANT DENTAL DIRECTOR**

**REPORTS TO:** Dental Director

**POSITION SUMMARY:** In addition to providing dental services to assigned patients, the Assistant Dental Director will provide overall supervision to the other medical providers. One day per week will be assigned for Assistant Dental Director to attend to administrative duties, and the Assistant Dental Director will be freed from Clinical duties on this day.

#### **RESPONSIBILITIES:**

1. Provide direct dental services to program patients.
2. Provide assistance in establishment, review and revision of Dental Department protocols, policies and procedures.
3. Assist in establishing and maintaining professional relationship with ancillary dental services, (i.e., laboratories,
4. Provide consultation services for other providers regarding diagnosis and treatment planning options.
5. Work in conjunction with other Dental Clinic personnel in providing ongoing dental education and information on preventative dental care.
6. Perform quarterly chart reviews for dental providers (DDS and RDH), and produce a peer review report for the CQI meeting.
7. Attend meetings as assigned.
8. Evaluate and respond to incident reports and complaints and keep Dental Director informed of cases by producing a monthly Incident and Complaint report.
9. Be involved in recruiting efforts as appropriate.
10. Assist in product and equipment evaluation for clinical use.
11. Assist clinical staff in quality assurance and peer review.
12. Responsible for obtaining necessary continuing medical education credits. A significant portion of which should be specifically relevant to Indian Health issues.
13. Keep dental license, DEA registration and CPR certification current.
14. Maintain the standards of patient care and implement the policies and procedures of the Medical Department.
15. Responsible for communicating problems identified involving personnel, dental staff, patients, families and the general public to the Clinic Manager, and Dental Director.
16. Other duties as assigned by Dental Director.

#### **QUALIFICATIONS:**

1. Licensed California Dentist
2. Two (2) years clinical experience.
3. Sensitive to Indian culture and health needs.

4. Current DEA registration.
5. Current CPR card.
6. Indian preference. Preference in filling vacancies is give to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 & 473). In other than the above, NVIH is an Equal Opportunity Employer.

**All NVIH employees are expected to:**

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**PHYSICAL ACTIVITY:** The 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**IMPORTANT DISCLAIMER NOTICE**

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job*

*description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*

**FLSA STATUS:** Exempt

**DATE OF LAST REVISION:** 6/16/15

**ASSIGNED SITE:** None