



## **NVIH POSITION DESCRIPTION**

### **DENTIST**

**REPORTS TO:** Dental Director

**SUPERVISES:** None

**POSITION SUMMARY:** Under general supervision of the Dental Director, the Dentist will provide dental services to Northern Valley Indian Health, Inc. patients as permitted by licensure from the State of California. The Dentist will also coordinate relative administration procedures with the Lead R.D.A. This position *may* require travel between Northern Valley Indian Health, Inc. sites to help fill staffing vacancies and/or shortages.

**ESSENTIAL JOB FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Provide dental services to Northern Valley Indian Health, Inc. patients.
2. Keep current with new techniques relating to all aspects of the dental field and related areas.
3. Maintain clear channels of communication with all staff.
4. Coordinate and supervise staff functions and duties during patient care.
5. Participate in the annual review and update of the Dental Policy and Procedure Manual.
6. Participate in the development and proposal of new dental policy with Dental Director.
7. Keep the Lead R.D.A. abreast of current activities and situations within the Dental Department.
8. Actively attend Northern Valley Indian Health, Inc. clinic staff meetings.
9. Maintain good rapport with the Indian community.
10. Other duties as assigned.

**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.

**EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:**

1. Current California State license to practice dentistry.
2. Current DEA Controlled Substance registration.
3. Two (2) years experience in private practice or clinical practice.
4. Current CPR certification.
5. Reliable transportation

Indian Preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc., is an Equal Opportunity Employer.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 DEMANDS:** 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; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

**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 REVIEW / REVISION:** 7/2012

**ASSIGNED SITE:** Chico / Willows / Red Bluff / Woodland

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date