



GREATER VALLEY HEALTH CENTER

Greater Valley Health Center (GVHC) recognizes employees are at the heart of our ability to meet the needs of our patients and community. We invite every employee to contribute at the highest possible level. This position description is provided to outline the primary duties, qualifications, and job scope. It is not intended to limit the employee or GVHC to just the work identified. We expect each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

It is the policy of this facility to provide equal opportunity to persons regardless of race, religions, age (over 40), gender, disability, veteran, genetic information or any other classifications in accordance with federal, state, and local statues, regulations and ordinances.

Job Title	Staff Dentist		
Wage Range	Based on experience	Schedule	
Working hours per week	40		
Reports to (job title)	Executive Director & Dental Director	Non Exempt Exempt	Exempt

Job purpose *(Why does the job exist? What is it there to achieve or deliver?)*

Performs as a medical care professional that is responsible for a number of preventative and restorative oral procedures within the FCHC scope of practice.

Knowledge, Skills & Experience *(work experience, qualifications, specialist training, key skills, disposition)*

	Requirements	Essential/Desirable
Qualifications	Graduation from an accredited dental school (D.D.S. or equivalent) required. Currently licensed as Doctor of Dental Surgery (D.D.S.) or Doctor of Medical Dentistry (D.M.D.) in the State of Montana.	
Experience	Experience in a public health and/or federally qualified health center preferred.	Desirable
Knowledge & skills	Knowledge of the principles, standard practice, methods and techniques of dentistry; Knowledge of preventative dentistry and educational methodologies utilized in prevention; Knowledge of all relevant Federal and State laws and appropriate accreditation/licensure requirements pertaining to dental practice;	Essential

	Skill in oral operative procedures	
Abilities	<p>Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.</p> <p>Ability to effectively coordinate the duties of others in the dental work unit.</p> <p>Ability to provide in-house training to staff assigned to the dental work unit.</p> <p>Ability to work productively and motivate staff to work productively as a cohesive work unit.</p> <p>Ability to operate computer systems and related software, including word processing and spreadsheet programs.</p>	Essential
Special Requirements	Have and maintain a valid Montana's driver license.	Essential
Attitude & disposition	Strong work ethic, positive, caring, knowledge of cultural diversity and social determinants of health, team oriented. May be requested to perform functions relevant to the position but not listed above.	

Main Duties and Responsibilities of the Role: these duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

- Promote the programs offered by the Health Department and support the Department's Operating Principles.
- Performs preventive, restorative, and emergent dental care for FCHC clients.
- Assists with the development of dental protocols to ensure compliance with current standards of practice.
- Participates in formal quality assurance/review program including peer review.
- Participates in the review and determination of dental clinic scope of service.
- Participates in FCHC staff meetings as required.
- Participates in meetings with primary care staff for patient case reviews

Working Environment (*knowledge of special working practices, breadth of management skill required, customer impact, responsibility, efficiency*)

Work is mainly performed in an office/clinic setting with computer/phone work and moderate noise. Standing, bending, sitting, lifting, required. You may be required to travel to different clinic locations.

Freedom to Act & Decision Making (*depth of control, supervision received, use of judgement & initiative, analytical ability*)

Work independently to complete tasks; use sound judgment but ask questions if needed; show initiative for work/workflow improvements.

Communication & Networking (*liaison with others, type and level of communications*)

Clear and detailed communication with patients, patient family members, co-workers, and providers are required.

Finance/Resource Management (*budgeting, forecasting*)

Use supplies efficiently.

People Management (*supervisory responsibility, human relations skills*)

Non-supervisory position

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the changing of the post.

Confirmation Section

Employee signature

Date:

Print name

Supervisor Signature

Date:

Print name

CEO:

Comments: