



Employee Job Description		
<b>Position Title: Dental Director</b>		
<b>Position ID #</b>		
<b>Facility:</b> St. Croix Tribal Health Clinic		
<b>Job Family:</b> Health and Human Services	<b>Comp Grade:</b> \$180K - \$250K DOQ	<b>Status:</b> FT

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:**

The Dental Director is responsible for providing excellent dental care to St. Croix Tribal Health Clinic patients in addition to administrative duties including personnel supervision and department budgets/reports.

**Essential Functions:**

Essential functions include but are not limited to: diagnose and treat diseases, injuries, and malformations of teeth and gums; order required tests for patient diagnoses and treatment; represent the St. Croix Tribal Health Clinic in a highly professional manner; establish positive communication with other departments; demonstrate respect for patients and staff members; understand and abide by the oath of confidentiality with patients and staff according to St. Croix Tribal Health Clinic policy and HIPAA rules and regulations; provide oversight of and guidance to Dental Department staff; prepare and present department budgets, reports, and policies as requested by the Health Director; represent the SCTC Dental Department as spokesperson in matters relating to Dental Service.

**Dental Director Job Duties:**

- Use masks, gloves and safety glasses to protect themselves and their patients from infectious diseases. Report any breach of infection standards.
- Examine teeth, gums, and related tissues, using dental instruments, x-rays, and other diagnostic equipment, to evaluate dental health, diagnose diseases or abnormalities, and plan appropriate treatments.
- Administer anesthetics to limit the amount of pain experienced by patients during procedures.
- Formulate plan of treatment for patient's oral health
- Use air turbine and hand instruments, dental appliances and surgical implements.

- Diagnose and treat diseases, injuries, and malformations of teeth, gums and related oral structures, and provide preventive and corrective services.
- Advise and instruct patients regarding preventive dental care, the causes and treatment of dental problems, and oral health care services.
- Treat exposure of pulp by pulp capping, removal of pulp from pulp chamber, or root canal, using dental instruments.
- Write prescriptions for antibiotics and other medications within established policies.
- Design, make, and fit prosthodontic appliances such as space maintainers, bridges, and dentures, or write fabrication instructions or prescriptions for denturists and dental technicians.
- Operate practice efficiently.
- Maximize 3<sup>rd</sup> party billing and Meet MA guidelines.
- Attend all required meetings as directed.
- Ensure patient satisfaction and customer service.
- Create and follow Annual Dental Department budget. Limit spending to only funds available.
- Supervise all Dental Department Staff. Support, coach, mentor and apply corrective discipline as needed.
- Finish assignments and projects by the deadline assigned.
- Follow (and revise) established Dental Policy and Procedure Protocols. Work with the Health Director to modify and develop new protocols as needed.
- Responsible for reporting Adverse Incidents.
- Participate in "Incident Command" as directed by management.
- Any other duties assigned by supervisor

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Supervisory Responsibilities:** Management and supervision of all dental staff including staff dentists, dental hygienists, dental assistants, and other department personnel.

**Directly Reporting to:** Health & Human Services Director

**Matrix of INDIRECT Reporting:** St. Croix Tribal Council

**Scope and Complexity:** Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors:**

- Requires extensive sitting with periodic standing and walking
- May be required to lift up to 50 pounds

- Requires significant use of personal computer, phone and general office equipment
- Needs adequate visual acuity, ability to grasp and handle objects
- Requires strong arm-hand steadiness and coordination
- Need ability to communicate effectively through reading, writing, and speaking in-person or on the telephone
- May require off-site travel

**Minimum Qualifications:**

- Graduate of an accredited Dental school
- Current Wisconsin License to practice Dentistry
- Ability to create and carry out treatment plans
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers
- Requires basic to intermediate-level computer skills and ability to access information in meaningful ways
- Requires effective presentation, verbal and written communication skills
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulation
- Valid driver's license
- Vehicle insurance
- Mantoux TB test current
- Have completed Hepatitis B series
- Must be able to pass a background check
- Must be able to pass drug screening
- Ability to engage in conflict resolution and team building

**Preferred Qualifications:**

- Previous administrative or managerial experience
- Experience with a Native American Tribal organization and/or not-for-profit agency desirable
- Culturally sensitive in working with Native American communities

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments*

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EEPID                      Employee Printed Name                      Employee Signature                      Date

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Supervisor Printed Name

Supervisor Signature

Date

\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.