

CASSOPOLIS FAMILY CLINIC NETWORK JOB DESCRIPTION

Title: Dentist

FLSA: Exempt

Originated: 3/27/2014

Department: Dental

Location: Cassopolis/ Niles

Revised: 10/2020, 12/2021

Summary: Working under the supervision of the Dental Director, the Dentist provides professional, high-quality dental diagnosis, treatment and education to a broad range of patients, including children, adolescents and adults. Promotes the mission and philosophy of providing quality health care and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.

Primary Responsibilities:

- Provides hands-on dental care while achieving the highest levels of professionalism, quality, efficiency, accessibility and responsiveness.
- Maintains full appointment schedule for office practice and other settings
- Provides a full range of general dental services within the dentist's defined scope of training
- Utilizes state-of-the-art diagnostic and treatment techniques
- Refers patients to specialists and relevant patient care components as appropriate
- Prescribes pharmaceuticals, other medications and treatment regimens as appropriate
- Directs and coordinates the patient care activities of dental technical and support staff as required
- Documents detailed patient encounters in electronic dental record.
- Follows established departmental policies, procedures and objectives, continuous quality improvement objectives and safety, environmental and/or infection control standards
- Maintains necessary credentialing, licensure and continuing education requirements according to the State of MI Public Act 368 of 1978, as amended.
- Promotes the mission and philosophy of providing quality healthcare and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
- Maintains a commitment to the achievement of quality healthcare services by maintaining patient rights, safety, privacy, confidentiality and excellent customer service philosophy.
- Performs miscellaneous job-related duties as assigned

Essential Job Functions:

The demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The employee in this position must be able to perform the essential job functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable an employee with disabilities to perform the essential functions of the job, absent undue hardship.

- Maintain body equilibrium to prevent falling when walking, standing or crouching; ability to repeatedly bend body downward and forward by bending spine at the waist for up to ten hours per day.
- Ability to detect specific noises and proper equipment operation, detect and understand what co-workers/patients are saying in normal conversation and communicate with individuals utilizing the telephone by displaying the ability to hear and speak clearly.
- Ability to maintain a stationary position for 25% of the time.

- Ability to converse clearly with patients, co-workers and the general public using the English language. Must be able to understand, adhere to and communicate routine, factual information and apply oral and written instructions or other information, in a timely manner.
- Capable of physically transporting items weighing 5 to 25 pounds.
- Use upper extremities to press against something with steady force in order to thrust forward, downward, or upward for up to ten hours per day.
- Substantial movements of the wrists, hands, shoulders and/or fingers for sustained periods of time.
- Must have the visual acuity to accurately detect and read computer screens, distinguish color coding, and discern fine print and/or normal type size print.
- Capable of meeting attendance requirements.
- Ability to move about the facility to greet and room patients, access supplies, and other duties that require movement on foot for prolonged periods of time.
- Constantly operates a computer, office equipment and/or other medical equipment to collect and monitor patient data, report patient data and patient needs. Has the ability to pick, pinch, type or otherwise work primarily with fingers rather than with the whole arm.
- Possess the cognitive ability to add, subtract, multiply, divide and to record, balance and check for results for accuracy.
- Capable of communicating effectively and politely with co-workers, patients and the general public; able to compose letters, emails and basic reports and/or orally communicate medical information.

Job Requirements:

Education:

- DDS or DMD degree from an accredited college or university with major course work in general dentistry.

Skills:

- Knowledge of the principles and practices of modern dentistry and oral surgery
- Thorough knowledge of dental terminology and dental science
- Thorough understanding of the theories, methods and procedures for the prevention of dental diseases and the required corrective treatment
- Knowledge of community-based dental environment
- Knowledge of current principles, methods and procedures for the delivery of dental evaluations, diagnosis and treatment
- Knowledge of ethical and legal standards for the delivery of dental care
- Ability to observe, assess and record symptoms, reactions and progress
- Knowledge of relevant drugs and non-pharmaceutical patient care aides and ability to prescribe dosage and instruct patients in correct usage
- Ability to develop and implement individualized dental care plans for patients

License/Certification:

- Current licensure in the state of Michigan
- Valid DEA license to prescribe narcotics
- Current CPR/AED certification