

# DENTIST

## Mendocino Coast Clinics, Inc. Job Description

EXEMPT: Yes

SUPERVISOR: Medical Director

SUMMARY: The Dentist will report directly to the Medical Director. The Dentist delivers quality and efficient dental care to an indigent population.

| <b>ESSENTIAL DUTIES AND RESPONSIBILITIES:</b>  |
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| <b>Qualifications:</b>   |
| 1. California Dental License and DEA.  |
| 2. Two years experience  |
| 3. Willingness and ability to follow clinic policies established as result of regulations and/or grant Requirements of State Department of Health, Rural Health Division, CHDP, State licensing and certification and the Board of Directors.  |
| 4. Current certificate of training in CPR  |
| <b>Duties:</b>   |
| 1. To relieve dental pain and infection  |
| 2. To provide basic dental services to as many people as possible.   |
| 3. To maintain quality dental care.  |
| 4. To provide dental care <ol style="list-style-type: none"><li>extractions</li><li>alveoplasty</li><li>dentures</li><li>denture repairs and relines</li><li>fillings (composite and amalgam)</li><li>stayplates</li><li>crowns (if time allows)</li><li>stainless crowns on children</li><li>root canal therapy</li></ol> |
| 6. Participate in quality improvement initiatives.   |
| 7. Document all procedures, patient education, and other treatment information in the dental chart.  |
| 8. Additional duties: As assigned  |
| <b>Knowledge and Abilities:</b>  |
| 1. Ability to maintain confidentiality of Clinic information to include protected health information.  |
| 2. Ability to motivate the employees of the dental clinic, especially those involved in direct dental service delivery.  |
| 3. Ability to work as a member of team and to promote teamwork with other staff members.   |
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| <b>Work Environment:</b>   |
| The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually above average. |
| <b>PHYSICAL REQUIREMENTS</b>   |
| 1. Must be able to lift up to 40 pounds and push up to 100 pounds (on wheels).   |
| 2. Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff.   |
| 3. Must be able to have vision which is adequate to read memos, a computer screen, registration forms and other clinic documents.  |
| 4. Must have high manual dexterity.  |
| 5. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouching, reaching, kneeling, twisting/turning, fingering and feeling.  |
| <b>CITIZENSHIP:</b>  |
| <b>PROFESSIONAL RESPONSIBILITY &amp; COURTESY:</b>   |
| 1. Understands and supports MCC Mission Statement  |
| 2. Maintains knowledge and understanding of MCC's Policies and Procedures  |
| 3. Represents organization in a professional and positive manner   |
| 4. Removes barriers for those who have difficulty dealing with systems and processes   |
| 5. Acts in a professional manner while performing duties listed in this job description  |
| 6. Adheres to dress code   |
| 7. Attends meetings as required and/or requested   |
| 8. Adheres to all confidentiality policies   |
| 9. Establishes and maintains an effective working relationship with medical, dental, behavioral health, administrative, clerical and management staff, as well as community resource agencies                                  |
| 10. Understands and demonstrates age specific interaction  |
| 11. Seeks opportunity for professional growth  |
| 12. Ensures that the patients have access to all services available  |
| 13. Adheres to work schedule: rarely tardy, reports to work on time  |
| <b>COMMUNICATION:</b>  |
| 1. Asks appropriate questions when necessary   |
| 2. Communicates clearly in writing   |
| 3. Listens without judgment  |
| 4. Communicates with empathy and compassion to all patients and co-workers   |
| 5. Uses professional phone etiquette   |
| <b>FLEXIBILITY/TEAM WORK:</b>  |
| 1. Coordinates efforts with co-workers when needed   |
| 2. Works independently and responsibly with self-initiation  |

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| 3. Accepts new tasks or relinquishes tasks when directed   |
| 4. Personal activity occurs primarily during personal break periods  |
| 5. Organizes and prioritizes daily work related responsibilities   |
| 6. Observes and responds to co-workers' needs for support or assistance  |
| <b>HEALTH AND SAFETY:</b>  |
| 1. Respects work environment   |
| 2. Reports potential safety hazards  |
| 3. Understands and adheres to safety Policies and Procedures   |
| 4. Understands and adheres to infection control Policies and Procedures  |
| 5. Handles and operates Clinic equipment in a safe and responsible manner  |
| <b>CUSTOMER SERVICE:</b>   |
| 1. Demonstrates ability to answer patient inquiries and direct patient to appropriate resource within the Clinic   |
| 2. Shows and fosters respect and appreciation for each person whatever that person's background, race, age, gender, disability, values, lifestyle, perspectives or interests |

SUPERVISOR: Medical Director

LINE OF PROMOTION:

POSITION:  Fulltime  Part-time

**Americans With Disabilities Act Statement:**

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential position responsibilities as listed in this position description either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

I accept and can perform the essential functions of this job, with or without reasonable accommodations.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_