

COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

POSITION DESCRIPTION

TITLE: Dentist/ Dental Program Manager

PURPOSE: This position is located in the Yukon Flats Health Center in Fort Yukon. The purpose of the position is to provide dental services to the CATG village residents and to manage the functions of the dental program. Examines individuals requesting dental care, diagnose their dental conditions, prescribes and carries out, or directs others in carrying out, appropriate therapy, or refers individuals for specialty consultation or care in conformance with approved clinical practices. Educate individuals in the nature of oral health related conditions and in the general promotion of health and prevention of oral disease.

RESPONSIBILITIES:

- Records patient-dentist transaction as they occur in the medical/dental record (in an organized format utilizing standard nomenclature) so that the record accurately reflects the nature of the contact, the condition of the patient, and the care provided; in addition, complete referrals, data collection instruments and other records or paper work required.
- Serves on medical/dental staff committee as assigned and participates in the quality assurance program of the center. To ensure that the quality of patient care services is monitored and evaluated and appropriate corrective actions are taken based upon findings.
- Assists in the provisions of continuing education, on –the-job training, and orientation of center staff as requested.
- Manage dental division activities.
- Work with management team for the optimal management and administration of all Dental Program Services to ensure achievement of the department’s strategic plan, service, and budgetary goals.
- Assign job duties and monitor task completeness.

EDUCATION, TRAINING, & EXPERIENCE:

The incumbent must possess the degree of Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DDM) from an approved school of dentistry and must meet Indian Health Service qualification standards for IPA, and Commissioned Corps Personnel. Two years of clinical experience after dental school or completion of an accredited general practice residency program is recommended. CPR certification is required.

SUPERVISION:

The professional supervision of the incumbent will be provided by Alaska area Indian Health Service. The Clinical work of the incumbent is expected to be definitive, and is evaluated through the Quality Assurance Program of the Health Center.

COMPLEXITY:

The work of the position consists of the broad functions of dental medicine, education, prevention, cure and rehabilitation. Assignments are categorized by breadth and intensity of effort, and generally involve the simultaneous application of multiple distinct skills, knowledge, and abilities in the care of one or more patients.

SCOPE OF WORK:

This position affects the health and well being of individuals. Operative dentistry, oral surgery, oral pathology, periodontics, endodontics, and pediatric dentistry will be performed in accordance with applicable license, regulatory and accreditation standards and requirements. Ability to plan, organize and provide direction to staff.

PERSONAL CONTACTS:

Personal contacts of the incumbent of this position are with private individuals and occasionally groups in the relatively structured setting of the CATG Dental Program. Build strategic alliance among community-based organization (public, private, and not for profit) in order to improve the health and well-being of residents.

PURPOSE OF CONTACTS:

The purpose of contacts with individuals or groups is to educate, influence, and motivate the individuals and groups to understand and to accept recommended medical/dental therapies, and the direct provision of dental care. Improve coordination and continuity of care and services by enhancing community prevention practices.

PHYSICAL DEMANDS:

The work of this position requires long periods of sitting, standing, recurring bending, stooping, crouching, stretching, and reaching. Patients may be required to be lifted bodily from time to time.

WORK ENVIRONMENT:

The work of the position involves moderate risk with exposure to contagious diseases (including TB, Hepatitis, AIDS), adverse weather, occasionally hostile patients, various dental materials (including mercury)

OTHER:

- Incumbent will travel to the villages within the CATG Region.
- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- Experience working with or for an Indian tribe or tribal organization is preferred.
- As a Federal Contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy that includes pre-employment and random anonymous testing thereafter.
- Abides by the Federal Privacy laws regarding the confidentiality of patients and coworkers.

Title:	Dentist/Dental Program Manager
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Location: Fort Yukon, Alaska
Supervision: Health Director
Classification: Full time w/ Benefits
Salary: DOE

Approved (Initials)_____