



# Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290  
H.R. Fax: (541) 273-4564

EXEMPT   X    
NON-EXEMPT       

**OPEN: 10/17/11**  
**CLOSE: WHEN FILLED**

## POSITION DESCRIPTION

**POSITION:** **DENTAL CLINIC DIRECTOR**

**RESPONSIBLE TO:** Health General Manager

**SALARY:** DOQ/DOE/Annual/Full Benefits

**CLASSIFICATION:** Professional/Management, Regular, Full-Time

**LOCATION:** Klamath Tribal Health & Family Services  
Wellness Center Chiloquin, Oregon

## POSITION OBJECTIVE

The Dental Clinic Director is responsible for carrying out the contracted responsibilities for providing dental care services to the Native American population residing in the service area of the Klamath Tribes. These duties include serving as a direct provider of dental services at the Klamath Tribes Dental Clinic. Routine duties shall include providing health care related services to individuals eligible for services provided by Klamath Tribal Health & Family Services in homes, schools, clinics, alternate job sites and other community locations within the Klamath Tribes' Service Unit.

The Dental Clinic Director will provide direction and guidance to the Klamath Tribes in all dental health services matters. The Dental Clinic Director is responsible for management and direct supervision of the Dental Clinic programs.

## MAJOR DUTIES

1. Assess, plan, develop, implement, and evaluate an effective and efficient dental program which will appropriately meet the needs of the patient population and utilize program resources within public health guidelines.
2. Provide dental services of a scope, quality and quantity consistent with PL-638 program standards and policies.
3. Coordinate activities with contract dentists. Establish guidelines for care and provide quality care evaluation for contract dental providers.

4. Establish and maintain relationships with tribal, local and state organizations in order to further the goals and objectives of the dental program.
5. Authorize and justify the obligation of Contract Dental Care Program and the quality of dental services provided directly, and services under contract.
6. Develop and implement dental care plans; instruct and counsel patients; record patient progress.
7. Maintain files, develop and follow through on treatment plans within Tribal Health guidelines.
8. Responsible for all Dental Clinic administrative functions; including reports, documents, statistical surveys and other required data.
9. Responsible for the direct supervision of Dental Clinic. Set up criteria and monitor the performance of the Dental Clinic Staff.
10. Delegate appropriate responsibilities to designated staff.
11. Develop, coordinate, promulgate and enforce dental polices. Educate staff on rationale and need for adherence to dental policies including Quality Improvement Program and HIPAA regulations.
12. Advise Health General Manager, Health Advisory Committee and Tribal Council on clinic matters; i.e. decisions, planning and policies affecting the dental health of patients.
13. Increase third party revenue through patient contacts, documentation, planning and management.
14. Recommend and administer the program budget for dental services.
15. Collaborate with other Klamath Tribal Health & Family Services programs to identify clients' needs and to develop plans to meet those needs.
16. Participate in the organizational effort for obtaining and maintaining AAHC Accreditation with all associated requirements.
17. Other relevant duties as assigned.

### **SUPERVISORY CONTROLS**

The Dental Clinic Director works under the direct supervision of the Health General Manager, who provides general instructions. Work is assigned in terms of functional/organizational objectives. The supervisor will provide guidance with unusual situations which do not have clear precedents.

Employee works independently, resolves problems on the basis of past precedents; exercises judgment in interpreting guidelines and applicability; and ensures deadlines are met.

Employee plans and carries out various stages of a project by selecting and using approved methods and techniques as appropriate. Assignments are reviewed for quality and compliance with established policies and procedures.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Possess and maintain current Oregon State Licensure as a Dentist.

Knowledge of and the ability to interpret accreditation standards.

Ability to coordinate organization-wide clinical activities.

Knowledge of the principles for effective supervision.

Knowledge of dental clinic policies and protocol.

Knowledge of sanitation and communicable disease control.

Knowledge of dental care provider operating techniques.

Ability to effectively deal with the public, co-workers, and supervisors, which includes communicating effectively both verbally and in written form.

Ability to meet and deal with a variety of individuals and groups in an effective manner using tact and diplomacy.

Ability to work with the Native American population and/or low income populations.

Ability to communicate effectively orally and in writing.

Management skills in policy formulation, program development, staff direction and training, and development of organizational plans, and the effective accomplishment of programs.

Ability to compile information to aid clients in carrying out treatment objectives.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

#### **Minimum Qualifications:**

- D.D.S or D.M.D Oregon license, **REQUIRED.** (*Must submit copy of licensure with application*).

- Two (2) years of professional dentistry experience and/or training; **OR** superior academic ability defined as that demonstrated by an intern, who on the basis of an evaluation of all interns who have completed training in the same hospital or in the same kind of internship program over the past 5 years, would fall into the upper half of the group.
- Must pass pre-employment Alcohol/Drug Screen and random testing as per policy.
- Must submit to and clear a Criminal Records Background Check.
- Indian Preference will apply. (*Must submit proof of enrollment for consideration*).

**Preferred Qualifications:**

- Demonstrated supervisory experience, **preferred**.
- Experience working with Native American populations and/or low income clients, **preferred**.

**ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit an Indian Health Services *Application for Medical Staff Appointment* with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services  
 ATTN: Human Resource  
 3949 South 6<sup>th</sup> Street  
 Klamath Falls, OR 97603**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.