



CLASSIFICATION NO. 580
Established: 12/07
FLSA: Exempt
EEO: 2

DENTAL DIRECTOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize direct and supervise the overall activities and staff within the dental health care clinical services program; to provide comprehensive treatment services to clients; to provide dental direction and consultation services to county health providers; to serve as primary dental practice consultant for the agency; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Community Health Division within the Department of Human Services promotes and protects the health of County residents by providing health care treatment and referral, immunization, prenatal care, family planning, emergency medical services, vital records, inspecting and licensing restaurants, monitoring communicable diseases, and providing nutrition education and counseling.

The Dental Director is a licensed dentist, responsible for supervising clinic dental providers within Primary Health Care Programs. The Dental Director will serve as a liaison and collaborate with various management staff to establish and evaluate the goals and objectives of the clinic, define scope and comprehensiveness of care provided by the clinic, operate the clinic within the guidelines set by the clinic budget.

The Dental Director differs from the Dentist which provides professional dental health care and treatment services to clients, but does not have responsibility for the dental program within Community Health.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Evaluates diagnoses and treats patients; prescribes drugs that are administered to patients in the practice of dentistry; provides on-site consultation for providers regarding patient evaluation and clinic treatment issues; serves as facility contact for dental emergencies.
2. Supervises overall patient care; provides consultation to Dental staff on clinical dental treatment issues; develops and reviews standing dental orders and clinical protocols; reviews, approves and audits specialty care requests including referrals; reviews charting; administers and oversees budget; works with management, administration, and billing staff on appropriate dental billing practices, dental fees and encounter forms.
3. Recruit, hire, orient, supervise and evaluate dental provider staff, including dentist(s), hygienists, and dental assistants; participate in the development and coordination of

educational activities for providers; ensure compliance with legal and regulatory requirements related to individual dental practice; train, coach, evaluate and discipline assigned staff; mediate and resolve staff conflicts.

4. Develop and maintain community standard practice protocols; represent the County at the managed care meetings as a contractor, provide and maintain clinical dental quality assurance plan, develop audit criteria, conduct audits and evaluate results.
5. Responds to and investigates complaints from patients including participating in resolving and evaluating client complaints regarding quality of care.
6. Participates and serves on various committees; consults with or provides information to agency staff; serve as a liaison between Dental Program and other Primary Care Programs within the County.
7. Develop connections with dental providers in the community to promote continuity of care; ensure patient has a dentist of record from services provided from the clinic and oversees retention of patient dental records as required by statute or by the rule of the Board of Dentistry.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles, practices and procedures of public health dentistry, oral medicine, pharmacology and anesthesiology; methods and techniques of preventive and restorative dentistry and oral hygiene; methods and techniques of dento-alveolar surgery; issues of medical ethics and liability; Federal, State and local health statutes, rules, regulations and ordinances governing the practice of dentistry, Dentist, Hygienists and Dental Assistants; methods and techniques of diagnosing and treating a variety of diseases and injuries.

Working knowledge of: Theory, principles and practices in the management of comprehensive public health programs; clinic office procedures and practices; principles and procedures of financial record keeping and reporting, including budget monitoring and administration; business letter writing and general report preparation techniques; English usage, spelling, grammar and punctuation; basic math; principles and techniques of supervision, training and performance management; participative management theories.

Skill to: Diagnose, treat, and control oral conditions and injuries in a culturally sensitive manner for migrant and other under-served populations; communicate effectively, both orally and in writing; interpret and apply provisions of Federal, State and County statutes, rules and regulations governing dental health care; organize, direct, train, evaluate and discipline professional staff providing health care services; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with clinic staff, Public Health and other County employees and the public.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications

and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- License to practice dentistry in the State of Oregon granted by the Oregon State Board of Dentistry
- Current DEA license from the Drug Enforcement Administration, to prescribe medications.
- Basic Life Support (BLS) certificate

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 11/17