

# Friends of Family Health Center

## Staff Job Description

Administrative Manual  
File Under: Personnel

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Position: General Dentist  
Reports To: Dental Clinic Manager

Approved By: Susan Wang

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Revised/Reviewed Date:

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Position Status: Exempt

Position Summary:

Diagnoses and treats diseases, injuries, and malformations of teeth and gums, and related oral structures. Examines patient to determine the nature of condition utilizing dental radiographs, dental instruments, and other diagnostic procedures.

Essential Functions:

1. Performs clinical duties within the scope of license.
2. Consults with patients and advises them of their dental status, prescribes the treatment required, provides risk and alternatives and documents according to department, company state and federal agency guidelines.
3. Cleans, restores, extracts, and replaces teeth, using rotary and hand instruments, dental appliances, medications, and surgical equipment.
4. Treats diseased soft and hard tissues of the oral cavity. Performs surgery on oral tissues when necessary. Renders prosthetic treatment when approved and indicated. Renders any and all dental services to restore the oral health of the patient.
5. Provides preventive dental services to patient, such as applications of fluoride and sealants to teeth. Provides education in oral health and dental hygiene.
6. Provides quality oral health care as mandated by State and Federal agencies. The provider participates in Oral Health Peer Reviews.

Knowledge/Skills/Abilities:

1. Works independently by independently planning work and/or proceeding with routine dental procedures.

2. Works towards the achievement of personal and/or department goals.
3. Demonstrated dependability and responsiveness to the patient's oral health needs. Is culturally competent, displays general courtesy and friendliness to all patients. Maintain patient confidence and trust, which is paramount.
4. Works with others as a team member. Demonstrates high level of dependability and responsiveness to other employees. Regularly supports the goals and objectives of FOFHC and works cooperatively with other employees in meeting patient expectation/needs.
5. Adheres to safety and infection control standards in the performance of the job participation in safety and infection control related activities. Complies with established departmental policies/procedures, objectives, quality assurance program, safety, environmental and in infection control standards.

#### Information Management:

1. Treats all information and data within the scope of the position with appropriate confidentiality and security.
2. Maintains patient confidentiality
3. Microsoft Office applications competency

#### Risk Management:

Cooperates fully in all risk management activities and investigations.

#### Position Qualifications, Education and Training:

1. Graduate of an accredited Dental School (D.D.S. or D.M.D)
2. Strong leadership abilities and a track record in effective personnel management.
3. At least five years of clinical experience.
4. Desire to provide high quality services.
5. Excellent oral and written communication skills.
6. Conversational Spanish (Preferred)
7. Public Health or community health experience (Preferred)

#### Licensure and Credentials:

1. California licensed practitioner in good standing
2. DEA
3. NPI
4. BLS

#### Typical Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to: stand, walk, sit, use hands and fingers, handle/feel objects, tools or controls, reach with hands and arms,

climb stairs, balance, stoop, kneel, crouch, crawl, talk, hear, or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Conditions:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. Occasional hands-on contact is likely in the following: Hazardous Exposure (Chemical and Infections): Non-Ionizing Radiation (microwaves, sun, etc.): Radiation (x-ray).

I have received a copy of this position and discussed it with my supervisor. I agree to fulfill the responsibilities of the position I have been hired.

Employee Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_