



521 4th Street Havre, Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

Bullhook Community Health Center (BCHC) is an equal opportunity employer. BCHC shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Staff Dentist

Supervisor: Chief Dental Officer

Salary Range: \$ 143,900- \$205,167

Department: Dental

Supervises: N/A

Position Summary: A full time, exempt position responsible for providing oral health services, preventive and dental care in a community health center setting to all age groups. Care is provided in accordance with State of Montana licensure and professional scope of practice. Applies diagnostic and therapeutic dental services to Bullhook Community Health Center patients while making reasonable and sound assessments and treatment plans within the scope of the Community Health Center dental program. Works as part of a primary care team with Health Center staff, providers, and other community dental care providers.

Essential Functions (Major Duties or Responsibilities):

1. Examines individuals requesting care, diagnoses their dental/oral conditions, prescribes and carries out, or directs others in carrying out, appropriate dental/oral treatment, or refers individuals for specialty consultation or treatment in conformance with approved clinical protocols and guidelines.
2. Records patient-dentist transactions as they occur in the patient's dental record so that the dental record accurately and completely reflects the nature of the contact, the condition of the patient and the care or treatment provided. In addition, the Dentist shall complete referrals, data collections instruments and other records or paper works as shall be required from time to time by the corporation.
3. Educates individuals about oral health related conditions and in the general promotion of oral health related disease prevention.
4. Serves on the dental staff and other health center committees as assigned.
5. Prepares specific reports as requested by the community health center's Chief Dental Officer.
6. Assists in the provision of continuing education, on-the-job training, and the orientation of community health center staff as requested.
7. Assists the team in designing, developing, and implementing appropriate Dental Department policies, protocols and procedures as directed by the Chief Dental Officer. Policies to follow the most current accepted professional standards.
8. Assists in the provision of technical assistance and health education to the community as requested.
9. Participates in short and long-term program planning for the Dental Department and the agency, including development of goals and objectives.
10. Provides consultation to the Chief Executive Officer and the Board of Directors regarding dental and oral health issues in the absence of the Chief Dental Officer.
11. Travels when necessary to fulfill the corporation's needs and attends meetings as necessary to represent the corporation and/or the Dental Department.
12. Assists in the coordination and integration of the corporation's dental programs and services with other corporate programs and services for the welfare of the corporation's patients.
13. Responsible for personal full compliance with all applicable federal, state, local and center rules, regulations, protocols and procedures governing the practice of dentistry and the clinical provision of dental care as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality.
14. Participates in recruitment/retention activities of the corporation as necessary.



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15. Responds to quality issues as recommended by the Quality Assurance Plan. Participates in ongoing identification of performance and process quality improvement opportunities of the department and the organization and the formulation and implementation of actions to achieve improvements. May serve on the Dental Quality Improvement Committee.
16. As directed by the Chief Dental Officer, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.

Minimum Qualifications (Education and Experience):

1. Graduation from an accredited dental school
2. Completion of an accredited general practice residency program is preferred
3. Knowledge of public health principles and practices preferred
4. Excellent interpersonal and written communication skills required
5. Ability to maintain appropriate clinical privileges required
6. FTCA coverage or private professional malpractice insurance obtainable

Licensure and Credentials:

1. Unrestricted license to practice dentistry in the State of Montana (Not applicable to commissioned NHSC/PHS officers)
2. Current CPR (BLS) certifications.
3. Unrestricted Montana DEA
4. Medicare and Medicaid provider numbers

Knowledge, Skills and Abilities (KSA's): Requires a comprehensive knowledge of primary dental care in outpatient settings. Knowledge of the principles and practice of modern dentistry as related to public health organizations and community health programs as well as current social and economic problems pertaining to public health and their impact on primary health care.

Supervision N/A

Physical and Environmental Demands: Prolonged sitting or standing may be required. Those physical movements and the degree of mobility normally associated with the practice of primary care dentistry will be performed on a repetitive basis. The ability to distinguish letters and symbols, as well as the ability to utilize telephones, computer terminals, and copiers is required. Work under stressful conditions as well as irregular hours may be required. Frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.

Special Requirements: N/A

<p>The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>



BULLHOOK
Community Health Center

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Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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CEO/COO Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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