



THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112 • (435) 867-2659 (fax)

POSITION TITLE: Dentist

DEPARTMENT: Health

DIVISION: Dental Clinic

SUPERVISOR: Health Director

LOCATION: Cedar City, UT

STATUS: Full-time, Exempt, Salary

PAY: \$130,000 (DOE)

DATE APPROVED: March 15, 2018

OPENS: March 16, 2018

CLOSES: April 16, 2018 (may close early if enough qualified candidates are achieved).

JOB SUMMARY

Provides diagnoses and treats problems with a patient's teeth, gums, and related parts of the mouth. Provides advice and instruction on taking care of teeth and gums and on diet choices that affect oral health. The Dentist will help plan and execute the set-up of two dentist offices, including hiring of the dental staff.

ESSENTIAL JOB FUNCTIONS include, but are not limited to, the following:

1. Direct Patient Care Activities
 - a. Provides general and comprehensive dental services, including performing oral examinations and treatment
 - b. Provides high quality dental care in accordance with national guidelines in a culturally competent manner.
2. Communication and Health Information Entered into Record
 - a. Communicates health information to patients, support staff, and team members
 - b. Ensures patients are informed of examination findings, diagnoses and proposed treatment plans
 - c. Ensures that patients are informed of completed treatment plans on an ongoing basis
 - d. Patient's medical status monitored and updated as indicated
 - e. Responsible for recording patient treatment procedures into Dentrrix
 - f. Refers patients to specialists when required
3. Administrative Responsibility
 - a. Responsible for dental clinic operations
 - b. Supervises dental clinic staff
 - c. Ensures that all health care services are provided in the most cost effective and efficient manner.
 - d. Creates and implements dental policies and procedures.

- e. Assists in the development of data, statistics and performance outcomes and measures, and compliance reporting
 - f. Participates in quality assurance activities
 - g. Schedules, coordinates and monitors dental staff work schedule.
 - h. Recruiting, training and managing dental staff
4. Other duties as assigned to support the efficient operations of the Tribe.

GENERAL REQUIREMENTS

- Must possess a valid Utah Driver License and provide proof.
- Must be insurable through tribe's insurance.
- Must pass a fingerprint and criminal background check
- Must pass a pre-employment alcohol/drug screening.
- Must be willing to work some evenings and weekends as needed.
- Must possess and maintain a current CPR, BLS certificate.
- Ability to travel with overnight stays required as needed.

MINIMUM QUALIFICATIONS

Education and Experience:

- Dental Doctoral degree from an accredited dental school
- Preference given to those with five years or more of clinical work experience
- Preference given to those with experience working in a Federally Qualified Health Center and serving underserved populations.
- Preference given for fluency in Spanish.

License Requirements:

- Doctorate of Dental Surgery (DDS) or Doctorate of Dental Medicine (DMD) Required.
- Dentist with Controlled Substance License preferred, must show proof of DEA license.

Necessary Knowledge, Skills and Abilities:

- Ability to establish and maintain effective working relationships with all levels of the organization and community.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Must be able to demonstrate respect for and awareness of Native American customs, traditions and socioeconomic needs.
- Must have excellent oral and written communication skills, including public speaking with large and small groups of different managerial, socioeconomic, cultural, ethnic and educational backgrounds.
- Must be willing to travel as needed.

The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

The Paiute Indian Tribe of Utah complies with the Drug-Free Workplace Policy of 1988, which includes pre-employment drug testing and random drug testing once employed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.