

**Penobscot Community Health Center
Job Description**

Pediatric Dentist

Reports To: Chief Dental Officer
Supervises: Not Applicable
Status: Salaried, Exempt, Professional

POSITION SUMMARY

Performs professional, high-quality dental services for pediatric dental patients with diverse cultural and socioeconomic backgrounds. Job may be performed at a PCHC dental site, a local hospital, or on the Mobile Dental Clinic.

ESSENTIAL JOB FUNCTIONS

1. Provides high-quality dental health care to all PCHC pediatric patients of record who request services.
2. Provides competent and thorough assessment and treatment.
3. Provides referral for non pediatric dental specialty care, medical care, case management, and hygienist care as appropriate.
4. Functions effectively as member of dental clinic team with appropriate day-to-day professional/clinical direction from the Dental Director.
5. Maintains policies, regulations and licensure.
6. Maintains current knowledge in field.
7. Enhances public image of the program and agency through professional conduct and appearance.
8. Performs all phases of the Pediatric Dentistry without limitations.
9. Encourages appropriate services through written treatment plans, necessary referrals, or recall.
10. Promotes smoking cessation counseling for parents of patients when the opportunity presents itself.
11. Responsible for patient clinical chart recordings and treatment plans.
12. Participates in outreach activities on behalf of patients and PCHC.
13. Attends required staff meetings and, as requested, participates in program planning and/or presentations.
14. Provides preventive oral health education.
15. Maintains professional education and knowledge on dental procedures and practices.
16. Provides professional in-service for clinic staff.
17. Mentors healthcare students.

18. Communicates with dental team members to induce a positive and productive work environment.
19. Works as an integral part of the interdisciplinary team to insure high-quality patient care and outcomes.
20. Complies with and shares in implementation of all OSHA safety and infection control requirements.
21. Conforms with terms of employment contract, all grant and funding conditions, and any relevant agreements between PCHC and other entities.
22. Performs other related activities, as required, to assure program/department success.
23. Interacts harmoniously and effectively with others, focusing upon the attainment of organizational goals and objectives through a commitment to teamwork.
24. Conforms to acceptable attendance and punctuality standards as expressed in the Employee Handbook.
25. Complies with all safety rules and protocols, as established by the Environment of Care Committee. Immediately reports any workplace injury to supervisor.
26. Current on all required training for current year.
27. Will have up to date training and certification in Basic Life Support.
28. Performs all other duties, as assigned by supervisor.

TYPICAL WORKING CONDITIONS

- Frequent exposure to communicable diseases, toxic substances, medicinal preparations and other conditions common to a medical practice setting.
- Normal medical office environment.
- Involves frequent contact with staff, patients and the public.
- Work may be stressful at times. Contact may involve dealing with people who are angry or upset.
- Working extended hours may be required as needed.

FUNCTIONAL DEMANDS

- Requires prolonged sitting, and some standing, walking, bending, stooping, kneeling, crouching, crawling, stretching, and climbing stairs.
- Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment.
- Vision must be correctable to 20/20 and hearing must be in normal range, aided or unaided, for telephone contacts.

- Requires some lifting occasionally (up to 30 pounds).
- It is necessary to view and type on computer screens for long periods and working in an environment which can be very stressful.

EDUCATION AND EXPERIENCE

- Degree from an accredited School of Dentistry and a valid license to practice dentistry in Maine.
- Degree or Certificate from an ADA approved Dental Specialty Program.
- Demonstrated ability to perform all aspects of appropriate dental specialty services, and to work as a team member within the PCHC Dental Service group practice.
- Excellent oral and written communication skills and a strong commitment to public health dentistry.
- Clinical and public health experience.
- Must hold a valid license to practice dentistry in the State of Maine.
- Must hold a degree or Certificate from an ADA approved Dental Specialty Program.
- Healthcare basic life support/CPR.

Employee Acknowledgement:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request. I have received a copy of my job description and can perform the essential functions of the job, with or without reasonable accommodation .

Signature

____/____/____
Date

Print Name

Revised: 12/14/2011