



COMMUNITY HEALTH CENTER OF CENTRAL WYOMING

Job Description

Position:	Dentist	Reports to:	CMO
FLSA Status:	Exempt	Revision Date:	May 2017

Job Description Acknowledgement

I _____ certify that I have read the entire job description and understand the duties of this position.

Employee Signature _____ Date _____

HR Signature _____ Date _____

Job Summary

This position has primary responsibilities for the delivery of dental services to the CHCCW population with a special emphasis to those who otherwise lack access to such care. Consultative and educational services to other CHCCW professional staff is another facet of responsibilities. The dentist will participate in the delivery of screening and prevention activities, treatment, and educational functions. The provider contract supersedes this job description.

Essential Functions

- Employee performs all duties in contractual agreement with a generally accepted standard of care for the medical/dental profession and specialty in the State of Wyoming;
- Employee has complete control over the diagnosis and treatment of each patient treated without giving assurances outside of scope of practice;
- Employee maintains the credentialing required by the contracted agreement and engages in education and training as appropriate;
- Employee reaches clinical productivity goals set within contractual agreement.
- Employee prepares, handles and signs patient records, charts, and reports on all services rendered within 72 hours of date of service.
- Employee participates in development and maintenance of CHCCW policy and process.
- Employee is an active participant in at least one committee within the organization.
- Employee maintains an open practice in which the employee shall not refuse to accept new patients.
- Employee participates in dental staff meetings, CHCCW meetings, and peer reviews;
- Employee provides referral for patient when treatment plan exceeds ability/scope of practice;
- Employee consults with CHCCW Medical/Behavioral Health staff regarding patient care as it relates to prevention, screening, and interrelationships between oral and other CHCCW services.

- Employee communicate patient need with reception, case manager, and/or financial specialist to assist with community resources.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Minimum Qualifications

- **Education:** Minimal requirements/qualifications for this position include a DMD or DDS in General Dentistry from an accredited institution with appropriate academic emphasis. Licensed or license-eligible in Wyoming is required. Post-doctoral residency training in general or specialty dentistry is desirable. Must be current with BLS/CPR certification.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 1. Ability to work with and be part of a multi-disciplinary medical team;
 2. Effective written and verbal communication skills;
 3. Ability to work independently and be self-directed;
 4. Experience with the needs of low income and underprivileged;
 5. Clinical experience with all age groups, diverse cultures, and socioeconomic groups;
 6. A strong understanding of interrelationship amounts oral, medical, and psychological conditions.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities.
 - While performing the duties of this job, the employee is frequently required to stand for lengthy periods of time, walk, stoop, bend, sit, handle papers, type, and operate computer equipment, have good manual dexterity and eye-hand coordination, reach with hands and arms, talk, see and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Work is performed in typical, fast-paced dental office environment. Some exposure to toxic chemicals, radiation, potentially infectious materials and increased noise level may occur. Some travel by automobile may be required, as well as possible short-term assignment to other clinic sites, including possible air travel and overnight stays.