

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Dental Officer

EXEMPT: Yes

TARGET SALARY: \$67.00/DOQ

PROGRAM: Dental

REPORTS TO: Dental Chief

JOB CODE: N/A

SHIFT: Flex 4/10's

LOCATION: STIHC

SUMMARY: This position is located in the Dental Department of the Sophie Trettevick Indian Health Center and works under the supervision of the Dental Chief. This position provides the full range of professional dental services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Perform examinations make diagnosis and prescribe treatment plans for patients. Recognizes and refers patients for specialty treatment as required.

Perform all types of dental services, which include operative, endodontics, dental public health, oral surgery, orthodontics, pedodontics, periodontics and prosthodontics. Patient treatment includes "patient management" problems, such as unusual sensitivity to drugs, low threshold to emotional and physical stress, communication difficulties, and other physical or emotional problems.

Assists the Dental Chief to provide consultant services and exercises oversight for dental contract health services in accordance with IHS and STIHC policies. Authorizes, obligates, and justifies the use of Contract Health Service funds as it relates to the dental patients.

Assists the Dental Chief to coordinates the clinic dental program with other clinic programs. Acts to actively influence the formation of good dental health habits in patients, relating to them the adverse affects of dental problems on both their mental health and physical well-being.

Place and restore implants as directed by the Dental Chief.

Serves as Acting Dental Chief during absence of the permanent Dental Chief.

EDUCATION and/or EXPERIENCE:

Degree Required: Degree in dental surgery (DDS) or dental medicine (DMD) from a school approved by the Council on Dental Education, American Dental Association (ADA); or other dental school, provided the education and knowledge was substantially equivalent to that of graduates from an ADA approved school.

Experience and/or training must be one of the following types:

- In the placement and restoration of implants
- Post-licensure professional experience in the general practice of dentistry
- Approved internship training
- Approved residency training
- Graduate level study in an accredited dental school
- Post-licensure professional experience in a specialized area of practice
- Other advanced study or training (outside a dental school or hospital) creditable towards

Two years experience in providing comprehensive general dentistry services including at least one year experience in implant placements restorations, oral surgery, pediatric dentistry, and molar root canals.

In addition to meeting the basic qualifications for a degree, training, and licensure requirements, applicants must meet the following:

Approved Internship: Approved residency: Training in a hospital dental internship or residency approved by the Council on Dental Education of the American Dental Association.

Graduate Level study: Either dental graduate study leading to an advanced degree such as Master of Science or postgraduate (non-degree) dental school study involving a level of instruction comparable to that provided in a graduate degree program.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

Must posses Advanced Cardiovascular Life Support certification.

This position is classified as sensitive Tribal position; therefore, applicant must authorize a background investigation in order to be considered for an interview.

National certifying board: An examining board in a special area of dental practice recognized by the Council on Dental Education of the American Dental Association.

Board Eligibility: Qualification for examination by a national certifying board as a result of having met the advanced training program requirements for a dental specialty.

Licensure Required: Applicants must have a current, full, and unrestricted licensure to practice medicine in the State of Washington.

OTHER SKILLS AND ABILITIES:

Satisfaction on training program requirements for Board eligibility.

Knowledge of keyboard and ability to use a computer.

Ability to arrange the sequences and timing of the work to be performed to meet variable demands. This includes the more complex dental procedures and referrals.

Knowledge of Management Information System including Electronic Health Records application to clinical care.

Knowledge of HIPAA is required as use of patient record is an integral part of the position and privacy of individuals must be protected to the fullest.

Ability to establish and maintain relationships with other health disciplines and Tribal Health groups, evaluate the quality of the dental services provided directly and under contract.

PHYSICAL DEMANDS:

Bending and reaching is required for example in providing dental care for patients sitting in the dental chair.

WORK ENVIRONMENT:

Work is performed in a dental office setting. Exposed to illnesses and other airborne diseases is probable. Recommend incumbent be vaccinated for Hepatitis B and must be trained in Blood Borne Pathogens.

ACKNOWLEDGEMENT:

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Personnel Office
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: Tabitha.herda@makah.com

OPEN: December 14, 2017
CLOSE: January 19, 2018

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.