

**MAKAH TRIBE  
POSITION DESCRIPTION**

**Job Title: Dental Chief**

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**EXEMPT:** Yes

**TARGET SALARY:** \$190,000 annual/DOQ

**PROGRAM:** Dental

**REPORTS TO:** Health Director

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**JOB CODE:** N/A

**SHIFT:** 8:00 – 5:00

**LOCATION:** STIHC

**SUMMARY:** In addition to providing comprehensive dental services to eligible patients, develop, recommend, implement and update a comprehensive Dental program plan that identifies community needs, establishes service delivery priorities, and defines funding opportunities and sources; develop and recommend effective long-term and short-term strategies to address community such requirements, including programs, budgets and appropriate levels and roles of community involvement in the delivery of such 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.

**PRIMARY FUNCTIONAL ROLE:**

Assess community needs, and develop and deliver effective Dental Health services to tribal members and eligible clients consistent with tribal values and traditions.

Provides for the overall management for the Dental program to assure that our patients receive the highest quality care possible and identify barriers to access to care and develop strategies to overcome such obstacles.

Serve as the Dental representative on the STIHC Leadership Team and actively participate in Quality Improvement, Risk Management, Peer Review and on-going training.

Assure all assigned dental staff obtain and maintain licenses and certificates and credentials required to effectively deliver services.

Seek funding through tribal and non-tribal resources i.e., applicable grants and program funding to enhance existing programs or to establish new program services consistent with tribal priorities.

Prepares and maintains records covering case management, research, program development, statistical information, for use in program strategic planning and evaluation.

Establishes training programs for new and existing staff.

Ensure accurate record keeping in all patient charts.

Make determination of patient, medical needs which are beyond the limits of the health center and/or beyond the scope of the physician's expertise. Coordinates referral services with other practitioners and/or medical facilities outside of the STIHC when needs arise. Consult with appropriate health center staff to meet patient needs within resource limitations.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises up to 5 employees in the Dental program. Caries out supervisory responsibilities in accordance with the organization's policies applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and disciplining employee, addressing complaints and resolving problems.

### **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:

- 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, 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.

### **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 or if licensed out of State, the willingness and ability to obtain a WA License with 90 days of hire.

### **OTHER SKILLS AND ABILITIES**

Satisfaction on training program requirements for Board eligibility.

Well versed with electronic dental software for charting and other correspondence.

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.

Must have knowledge and understanding of Health Insurance Portability and Accountability Act (HIPAA). Use of patient records is an integral part of the position and privacy of individuals files must be protected to the fullest as required by law. Must be willing and able to complete STIHC provided HIPAA training within 30 days of hire and maintain such training as required for continued employment.

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.

Must complete STIHC provided Blood Borne Pathogen training within 30 days of hire and maintain such training as required for continued employment.

### **SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

**Special Consideration:** if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment

### **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 There is common exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

### **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  
Human Resources  
P.O. Box 115  
**71 Makah Bay Drive**  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: katherine.thompson@makah.com

**OPEN: April 21, 2021**

**CLOSE: May 4, 2021**

**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.