

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Dentist**

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<b>EXEMPT:</b> Yes	<b>JOB CODE:</b> N/A
<b>TARGET SALARY:</b> \$208,000 to \$220,000/DOQ	<b>SHIFT:</b> M-TH
<b>PROGRAM:</b> Clinic	<b>LOCATION:</b> Clinic
<b>REPORTS TO:</b> Dental Chief	

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**SUMMARY:** This position is located in the Dental Department of the Sophie Trettevick Indian Health Center in Neah Bay, Washington. This position provides the full range of professional dental services under the supervision of the Dental Chief.

**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, 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 coordinate the dental program with other clinic and community programs. Acts to actively influence the formation of good dental health habits in patients, relating to them the adverse effects of dental problems on both their mental health and physical well-being.

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

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

**EDUCATION AND/OR EXPERIENCE**

12/05/07  
Revised 04/15/13  
Revised 02/07/17  
Revised 04/03/18  
Revised 06/04/19  
Revised 10/08/21  
Revised 03/30/23  
Revised 05/30/24

Must be scheduled to receive a degree by the time of hire or have a 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; or

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)

#### **CONDITIONS OF EMPLOYMENT:**

This position is designated as safety-sensitive. Therefore, before employment can be offered, you are required to undergo and pass a pre-employment drug test, as well as random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

This position is classified as a Security Sensitive. Therefore, applicants must submit to and clear a pre-employment federal, state, and local criminal background check and periodically thereafter.

#### **LANGUAGE SKILLS**

Have the ability to read, analyze and interpret documents such as dental literature, policy and regulations governing operations of a dental clinic. Have the ability to write routine reports and correspondence. Have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic algebra and geometry.

#### **REASONING ABILITY**

Have the ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Washington state Driver's license and be insurable.

Must either possess an unrestricted Dentist license from any State and if out of State, be willing and able to obtain and maintain a WA State license within 90 days of hire, or be willing and able to obtain and maintain one prior to employment.

Must have ACLS certification or the ability to obtain within 90-days from date of hire for continued employment. On-site training is available.

## **OTHER SKILLS AND ABILITIES**

Knowledge of theories, principles, and application as necessary to develop and implement a full service dental program for the health center.

Knowledge of professional dental principles, practices, and procedures required to assess the needs of a wide range of patients in the community.

Knowledge of teaching principles necessary to carry out a patient health education program.

Ability to use a computer. Knowledge of Management Information System including Electronic Health Records application, and dental software such as Dentrrix.

Ability to arrange the sequences and timing of the work to be performed to meet variable demands. This includes the more complex dental procedures, referrals, and walk-in emergency treatment.

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

## **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 medical provider to establish an individualized program to assure the absence of active TB in the employee and shall complete an annual 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**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a dental office. There is possible exposure to illness or other airborne disease. Recommend incumbent be vaccinated for Hepatitis B and is offered by STIHC and no cost.

### **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 requirements 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:

12/05/07  
Revised 04/15/13  
Revised 02/07/17  
Revised 04/03/18  
Revised 06/04/19  
Revised 10/08/21  
Revised 03/30/23  
Revised 05/30/24

**Makah Tribal Council  
Human Resources  
P.O. Box 115, Bldg 71  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [hr@makah.com](mailto:hr@makah.com)**

**OPEN: June 3, 2024  
CLOSE: Open Until Filled**

**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, gender identity, 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.

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