



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-056
JEMEZ HEALTH & HUMAN SERVICES
DENTAL CLINIC
SUPERVISORY DENTIST

Position Title:	Supervisory Dentist	Pay Level:	D.O.E.
Position Open Date:	8/7/2024-Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Health & Human Services
Supervisor:	Medical Director		

POSITION SUMMARY:

Responsible for providing preventive, educational, and corrective dental services within the scope of a community based oral health program; supervises the dental staff, clinic workflow and performs administrative duties that are in conjunction with direction of Jemez Health & Human Services. Maintains privacy and confidentiality of information as required by HIPAA. Ensures that all policies and procedures are observed.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

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, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Graduation from an accredited school of Dentistry (DMD/DDS); AND four (4) years of professional experience as a Dentist.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Valid license from the State of New Mexico to practice dentistry.
CPR & First Aid certification within six (6) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to exposure to bodily fluids and other biohazards.

ESSENTIAL FUNCTIONS:

- Plans, organizes, administers, coordinates reviews, and evaluates the work of assigned staff.
- Provides coaching and feedback to staff as well as educates and teaches staff in regard to day-to-day dental procedures.
- recommends selection of staff; trains staff and provides for their professional development.
- Oversees day to day staffing of dental program staff and provides staffing solutions for days when administration leave is granted.
- Coordinates and schedules staff meetings, creates agenda, and runs the meeting.
- Makes effective recommendations regarding selection of staff; provides for training and professional development of staff; administers discipline as required.
- Assists in developing and implementing goals, objectives, policies, procedures, and work standards for the unit; prepares and administers the unit's budget.
- Provides and manages direct patient care, including intraoral examinations, evaluations, assessments, diagnoses, and treatment.
- Prescribes pharmaceuticals, other medications, and treatment regimens as appropriate to assessed intraoral conditions.
- Responsible for maintaining an appropriate record of all treatment provided to eligible patients. This includes use of DEXIS, Dentrax and EHR (Electronic Health Records).
- Serves as the dental advisor to the Jemez Health Center medical staff and JHHS Department on all matters pertaining to oral health and is a member of the JHHS provider team.
- Coordinates and participates in health promotion, education, and prevention programs.
- Coordinates the work of the dental clinic in conjunction with activities organized by other departments within JHHS, and the Pueblo of Jemez at large, particularly targeting school age children.
- Maintains the dental component of the Resource Patient Management System (RPMS) for the purposes of reporting on dental services provided and ensuring that all billable dental services are submitted to the Business Office of JHHS for processing.
- Coordinates continuing education for employees focusing on the needs of the program and enhancing the dental staff's skills and knowledge.

- Maintains compliance standards for AAAHC (Accreditation Association of Ambulatory Health Care). Takes the responsibility of staying up to date with any changes that may occur or become required for the credentialing process with the AAAHC.
- Provides quarterly reports of clinic activities to the Leadership group of JHHS including the Medical Director, Director, and Clinical Operations Officer.
- Performs internal audits including peer review among dentists, hygiene competencies, and SDS.
- Remains current on dental topics/issues by taking continuing education courses that meet the requirement mandated by the New Mexico Board of Dental Health Care.
- Practices proper Infection Control/Safety precautions.
- Participates in patient satisfaction and quality improvement initiatives.
- Contributes to the overall quality of the unit's services provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Principles, practices, and policies related to the supervision of employees.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Principles and practices of budget development and administration.
- Diagnostic and patient care services in area of dentistry.
- Principles, methods, and procedures for the delivery of dental evaluation, diagnosis, and treatment.
- Legal and ethical standards for the delivery of dental surgical care.
- Relevant drugs and non-pharmaceutical patient care aids and ability to prescribe medications and instruct patients in correct usage and dosage.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Records management principles and practices.
- Dexis/Dentrix software.

Skill in:

- Adhering to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act.
- Maintaining quality, safety, and infection control standards.
- Observing, assessing, and recording symptoms, reactions, and progress.
- Planning, organizing, supervising, and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Assisting in the development and implementation of goals, objectives, policies, procedures, and work standards.

- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Performing dental procedures in an efficient, effective, and safe manner.
- Preparing clear and concise reports, records of work and other written materials.
- Using software applications related to duties.
- Using tact, discretion, and prudence in dealing with customers.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing, and coordinating work activities, coordinating multiple activities, and meeting critical deadlines.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024