

# TOIYABE INDIAN HEALTH PROJECT, INC.

## POSITION DESCRIPTION

**POSITION:** Staff Dentist

**SALARY RANGE:** DOE

**WORK STATION:** Bishop/Lone Pine/Coleville

**EXEMPT**

**SUPERVISOR:** Chief Dentist / Dental Office Manager

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**POSITION SUMMARY:** Provide general dental care to the patients of Toiyabe Indian Health Project service area and assist in coordinating relative administrative procedures with the Chief Dentist and Dental Office Manager.

### **QUALIFICATIONS:**

1. Graduate of accredited U.S. dental school.
2. Current California Dental License.
3. One year experience in private or clinical practice.
4. Current DEA and radiation license.
5. Current CPR certification.
6. Possess valid drivers license and be insurable with company insurance.
7. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
8. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

### **DUTIES & RESPONSIBILITIES:**

Responsibilities will include, but not limited to the following:

1. Provide routine dental services: General restorative procedures, crown and bridge, removable prosthetics, endodontics, oral surgery, etc.
2. Indirectly supervises dental support staff in conjunction with Clinic Manager and Dental Office Manager.
3. Keep Dental Office Manager and Clinic Manager abreast of current activities, situations, accomplishments, etc., in Dental.
4. Assist in development of dental policies and aid Clinic Manager/Dental Office Manager in the implementation.
5. Maintain clear channels of communication with dental patients, all staff and supervisors.
6. Keep current on new techniques and philosophies related to all aspects of the dental field.
7. Actively attend general and dental staff meetings.
8. Provides ongoing training and educational support to the Dental Assistants and Hygienists as needed.

9. Maintain current CPR, narcotic and state licenses.

10. Other related job duties as assigned.

Reviewed: Employee\_\_\_\_\_Date\_\_\_\_\_

Supervisor\_\_\_\_\_Date\_\_\_\_\_