



INDIAN HEALTH CENTER OF SANTA CLARA VALLEY INC.

Main Office
1333 Meridian Avenue
San Jose, CA 95125

Westwood Site
1685 Westwood Drive #4
San Jose, CA 95125

Wellness Center
602 East Santa Clara Street
San Jose, CA 95112

Central (408) 445-3400

www.indianhealthcenter.org

Position Description: Dental Director

Posting Date: January 14, 2008_ **Deadline:** Open until filled.

Status: The position is Full-time Exempt.

Salary Range: The Center offers a competitive salary and benefits package. Salary is based on experience.

Position Summary: Reports to Chief Executive Officer. Provides clinical services within the realm of general dentistry and gives health education information and specialty referrals if needed to patients and community. Supervises the operations of the dental clinic, supervises and evaluates the performance of the dental staff and participates as a member of the Clinic's management team in planning, organizing, and evaluating services.

Specific Responsibilities:

- Provides all phases of general dentistry at or above the standard of care.
- Provides routine and emergency dentistry and refers to specialist if needed (if specialists are unavailable, provides alternate care).
- Provides dental awareness to patients and community.
- Develops strategic plans and department goals for the future.
- Keeps complete and accurate dental records with good documentation.
- Ensures adequate follow-up and continuity of care.
- Participates as member of clinic's management team in planning, organizing, directing, and controlling clinic operations. Develops and completes on going quality assurance projects.
- Provides on-going training to dental team (staff dentist, assistant, receptionist and front desk staff, and on-call staff). This includes individual monthly meetings with all regular dental employees.
- Assigns and evaluates the work of dental team, interviews, makes recommendations related to hiring, dismissals, and conducting appropriate disciplinary action.
- Supervises the completion of required narrative, statistical, and fiscal reports and responsibilities.
- Has knowledge of funding sources and their requirements i.e. Medi-Cal, private insurance, sliding scale and any other funding agencies. Helps to develop financial policies.
- Ensures that I.H.C. policies are being carried out by dental team.
- Manages difficult cases since patients have a limited access to specialty services.
- Updates Policy and Procedures Manual annually, and more often if needed.
- Serves as safety officer for the dental department, and helps other departments with safety and OSHA issues.
- Participates in twice monthly department head meetings.

Minimum Qualifications:

- Possession of Active Dental License in good standing with the State of California and a D.E.A. license
- Minimum three years of clinical experience in general dentistry within the United States, preferably more than three years
- Supervisory Experience

Required Knowledge and Ability:

- Knowledge of standard of care and updates in clinical dentistry
- Knowledge of OSHA and Infection Control requirements
- Understanding and practice of the philosophy of public health
- Knowledge of management process and clinic operations
- Knowledge of HIPAA and Confidentiality policies
- Knowledge of dental law and ethics
- Understanding of Indian Culture and special needs
- Ability to relate to the American Indian Community and conduct community and patient education in culturally appropriate fashion.

Preference is given to qualified American Indian/Alaskan Native candidates in accordance with Indian Preference Act (Title 25, US Code, Section 472, 473 and 473a). In other than the above, the Indian Health Center is an equal opportunity employer.

To Apply: Send resume and cover letter to:

Wanda Alleman, Human Resource Manager
Indian Health Center of Santa Clara Valley
1333 Meridian Avenue, San Jose, CA 95125
Phone: (408) 445-3400 ext. 205
Fax (408) 269-1952 Email: walleman@ihcscv.org