

**ST. DAVID'S FOUNDATION
JOB DESCRIPTION**

JOB TITLE: **Staff Dentist**

FLSA STATUS: Exempt

REPORTS TO: Lead Dentist

JOB PURPOSE

The Staff Dentist provides a range of clinical and administrative services and works closely with the Lead Dentist on all clinical matters.

DENTAL PROGRAM

The primary focus of the St. David's Dental Program is dental services for indigent children at Title 1 elementary schools in Central Texas who may not receive any dental care except on the St. David's dental vans. The St. David's Dental Program provides dental services at Title 1 schools eight hours per day, five days per week during the school year, so that the Dental Program can reach as many children as possible. Each dental van is staffed by professionals who operate full-time as a team, in order to maximize the number of children served and achieve optimal operational efficiencies.

RESPONSIBILITIES

Clinical

1. Help to plan, develop, and administer professional dental services which meet the specific needs of a mobile dental facility.
2. Perform initial assessment and treatment for a primarily elementary school-age patient base.
3. Provide limited follow-up emergency services, as appropriate, to the patients who are treated in the course of performing their assigned duties.
4. Maintain dental equipment and supplies in accordance with established Occupational Safety and Health Administration (OSHA), Center for Disease Control and Prevention, and American Dental Association protocols.
5. Maintain appropriate patient charts and review data entry for accuracy.
6. Provide supervision of the Dental Assistant working directly with him/her on a daily basis.
7. Participate in the management of the Regional Clinical Team by partnering with the Lead Dentist.
8. Manage and oversee the daily operations of a Regional Clinical Team and Dental Assistants in the absence of the Lead Dentist.
9. Provide dental screening exams at schools when the Screening Dentist is unavailable.

Clinical Services

1. Provide dental care with emphasis on culturally sensitive chairside manner.
2. Provide appropriate dental care to patients according to established standards of care, including treating emergency patients as needed.
3. Communicate directly with teachers and/or parents regarding questions or concerns about individual patient treatment.
4. Create an environment of respect and compassion for patients and staff.
5. Ensure privacy of all patient information to protect patient rights and meet Health Insurance Portability and Accountability Act (HIPAA) guidelines.
6. Ensure compliance with all Occupational Health and Safety Administration (OSHA) protocols and guidelines.

Administration

1. Review consent forms for each patient to determine needs and depth of care.
2. Oversee patient flow to maximize the number of patients seen in the time available.
3. Provide feedback and recommendations on clinical policies and procedures related to clinical services.

Other

1. Working hours from 7:30 a.m. to 4:00 p.m., Monday through Friday, with a lunch break typically from 12:00 noon to 12:30 p.m.
2. Report personal absences, late arrivals, or early departures from the vans to the Lead Dentist.
3. Maintain effective communication and working relationships with patients and their parents, school personnel, partner agencies, community dentists, and all Foundation staff.
4. Demonstrate punctuality, open communication, and respect for co-workers and supervisors.
5. Attend and participate in Dental and Foundation-related meetings, as necessary.
6. Respect and promote St. David's Foundation core values. Maintain focus on continuous program improvement, quality clinical care, and exceptional service to patients and their parents.
7. Perform other duties as assigned by management.

Dress Code

1. Scrubs
2. Athletic/closed toed shoes
3. No visible tattoos

SKILLS AND COMPETENCIES

1. Exceptional service ethic and skills, including effective interactions, responsiveness, resourcefulness, and follow-through.
2. Superior verbal, interpersonal, written, and listening communication skills, with ability to communicate information diplomatically, concisely and professionally with internal and external audiences.
3. Strong relationship management skills, with the proven ability to work well with various personalities.
4. Demonstrated experience in working with sensitive information and ability to maintain confidentiality.
5. Demonstrated ability to collaborate and effectively participate in a multidisciplinary team environment.
6. Self-motivated and proactive, with demonstrated ability to exercise independent judgment and initiative on projects.
7. Skill in seeking solutions to complex problems.

REQUIRED QUALIFICATIONS

1. DDS or DMD degree from an accredited dental school.
2. Current license to practice dentistry in the State of Texas.
3. Minimum of two years of experience as a licensed Dentist.
4. Current Controlled Substances Registration Certification issued by the Drug Enforcement Administration.
5. Familiar with standard concepts, practices, and procedures within pediatric dentistry.
6. Passion for working with children and public health.
7. Demonstrated clinical leadership skills.
8. CPR, OSHA, Infection Control, and X-Ray certified.
9. Willingness and ability to travel to multiple worksites within Central Texas.
10. Computer proficiency and experience.

PREFERRED QUALIFICATIONS

1. English/Spanish bilingual.
2. Minimum of one year of experience in a mobile dental program.
3. Minimum of one year of experience treating a pediatric population.

PHYSICAL REQUIREMENTS

1. Demonstrated fine motor skills ensuring the safe handling and transfer of dental instruments, equipment, and supplies.