

**Mora Valley Community Health Services, Inc.**  
**JOB DESCRIPTION**

TITLE	<b>Chief Dental Officer</b>	<b>FLSA Status: Exempt</b> <b>Position Type: Regular Full-Time</b>
DEPARTMENT	Dental	
REPORTS TO	Chief Executive Officer	
SUPERVISES	Hygienists, Dental Assistants	
JOB PURPOSE	Provide Dental services to MVCHS patients and ensure optimal care delivery, while proving management oversight of the Dental Department	

<b>ESSENTIAL JOB RESULTS</b>	
1.	PROVIDE PATIENT CARE BY EXAMINATION, DIAGNOSIS, TREATMENT AND PREVENTION OF ORAL CONDITIONS
2.	ADMINISTER LOCAL ANESTHESIA, PRESCRIBE AND ADMINISTER MEDICATIONS FOR THE RELIEF OF PAIN, AND TREATMENT OF INFECTION
3.	PROVIDE THERAPY, FOLLOW UP, CONSULTATION, AND REFERRAL FOR SPECIALTY CONSULTATION
4.	ENSURE EQUIPMENT IS IN OPERABLE CONDITION
5.	PLAN, ORGANIZE, ASSIGN, REVIEW, EVALUATE, AND DIRECT THE WORK OF ASSIGNED PERSONNEL
6.	COORDINATE THE PROCUREMENT OF GOODS AND SERVICES
7.	ENSURE SAFETY MEASURES ARE MET AND RISK IS MINIMIZED
8.	PREPARE CORRESPONDENCE, BROCHURES, AND OTHER INFORMATIONAL MATERIAL
9.	SUPERVISE THE ACTIVITIES OF DENTAL CLINIC STAFF, IDENTIFYING AND TARGETING AREAS FOR FOLLOW-UP
10.	DIRECT AND OVERSEE THE PREPARATION, PACKAGING, AND DELIVERY OF DENTAL LABORATORY CASES
11.	MANAGE PROCESS FOR DISPENSING PRESCRIBED MEDICATIONS
12.	MONITOR PROCESSES FOR PATIENT TRIAGE AND OTHER PROCESSES FOR TREATING PATIENTS AND MAKE NECESSARY IMPROVEMENTS
13.	LEAD DENTAL EFFORTS TO IMPROVE SAFETY AND INFECTION CONTROL
14.	COORDINATE THE HIRING AND TRAINING OF ALL DENTAL PERSONNEL
15.	LEAD DEPARTMENTAL EFFORTS IN COMPLYING STATE AND FEDERAL REGULATIONS, RULES, AND LAWS, AS WELL AS INTERNAL AND EXTERNAL POLICIES AND PROCEDURES, AND HRSA'S PROGRAM REQUIREMENTS
16.	OVERSEE ORDERING OF DENTAL SUPPLIES; ENSURING ADEQUATE INVENTORY FOR TREATMENT NEEDS
17.	PROVIDE DIRECTION FOR ON-THE-JOB TRAINING, ORIENTATION OF STAFF, AND ENFORCING RULES AND REGULATIONS ASSOCIATED WITH CLINICAL PROTOCOL
18.	PERFORM ADMINISTRATIVE DUTIES AS REQUIRED BY THE PROGRAM INCLUDING APPROVAL/DENIAL OF REQUEST FOR LEAVE, SEMINARS, ETC. IN ACCORDANCE WITH MVCHS POLICIES
19.	MAINTAIN RESPONSIBILITY FOR DENTAL STAFF PRODUCTIVITY, ADHERENCE TO CLINIC SCHEDULES, CLINIC HOURS, AND TAKE APPROPRIATE STEPS TO ENSURE ACCOUNTABILITY AND EFFICIENT UTILIZATION OF STAFF RESOURCES
20.	PARTICIPATE IN THE EVALUATION OF DENTAL STAFF PERFORMANCE AS WELL AS THE HIRING AND/OR TERMINATIONS, AND EXECUTION OF DISCIPLINARY MEASURES

<b>ESSENTIAL JOB RESULTS</b>
21. PARTICIPATE IN MVCHS MANAGEMENT DISCUSSION AND PROJECTS, SUCH AS DEPARTMENT MEETINGS, STAFF MEETINGS, BOARD MEETINGS AS REQUIRED, AND ASSIST IN THE PREPARATION OF MONTHLY WRITTEN ACTIVITY REPORT TO THE BOARD OF DIRECTORS
22. PROVIDE RECOMMENDATIONS FOR IMPROVING SERVICES AND POLICIES AND PROCEDURES
23. MAINTAIN PROFESSIONAL AND TECHNICAL KNOWLEDGE AND SKILLS BY PARTICIPATING IN CONTINUING EDUCATION AND SEMINARS RELATED TO JOB RESPONSIBILITIES
24. FORMULATE AND/OR REVISE POLICIES THAT WILL ENHANCE THE ACHIEVEMENT OF MVCHS' MISSION AND VISION
25. DOCUMENT PATIENT ENCOUNTERS FOR PROPER RECORD KEEPING AND BILLING
26. PARTICIPATE IN THE QUALITY INITIATIVES AND LEAD THE DENTAL DEPARTMENT IN ACHIEVING BENCHMARKS AND GOALS
27. MANAGE THE DENTAL BUDGET AND EFFECTIVELY UTILIZE AND ALLOCATE RESOURCES
28. SERVE AS A MEMBER OF SENIOR STAFF AND WORK WITH OTHERS TO ACCOMPLISH ORGANIZATIONAL OBJECTIVES
29. ENSURE BILLING IS ACCURATE, TIMELY, AND MEETS ALL REIMBURSEMENT REQUIREMENTS
30. PREPARE FOR EXTERNAL AUDITS AND ADDRESS AUDIT FINDINGS IN A TIMELY MANNER
31. ADHERE TO MVCHS PERSONNEL POLICIES AND PROCEDURES
32. TRACK AND COORDINATE ROUTINE TASKS
33. MAINTAIN PROFESSIONALISM AT ALL TIMES TO ENSURE SERVICE QUALITY AND INTEGRITY
34. CONTRIBUTE TO TEAM EFFORT BY ACCOMPLISHING RELATED TASKS AS NEEDED OR REQUESTED
35. ATTEND TRAININGS RELATED TO JOB DUTIES OR EMPLOYMENT THAT IS REQUIRED TO MAINTAIN LICENSES AND/OR CERTIFICATIONS

## **REQUIRED JOB QUALIFICATIONS, SKILLS AND ABILITIES**

### **Job Qualifications**

Education: Graduation from an accredited School of Dentistry with a DDS or DMD Degree

Current State of New Mexico Dentist License

Bilingual English/Spanish preferred

Experience: One year dental care experience (residency may count as one year experience) and two years responsible leadership experience preferred

### **Skills and Abilities**

- Knowledge of the concepts, principles, and practices of dental medicine
- Knowledge of the statutes, regulations, guidelines, and other requirements governing the provision of dental health care in the State of New Mexico
- Knowledge of organization and management with ability to communicate ideas and instruction verbally and in writing
- Ability to supervise the work of others
- Comprehensive knowledge of dental materials
- Familiarity with electronic dental record systems

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- Exemplary organizational skill and ability to prioritize tasks and responsibilities
- Ability to function as a team member, as well as independently to complete responsibilities
- Highly responsible, reliable, and courteous
- Ability to maintain patient confidentiality
- HIPPA and OSHA compliance
- Computer competency
- Ability to operate a motor vehicle, which requires a valid driver's license, and clearance for unrestricted automobile insurance coverage
- Desire and ability to serve the community and its residents
- Share in and contribute to MVCHS mission, vision, and goals

### **Working Conditions and Physical Demands**

- Work is performed in an interior medical/dental clinical environment.
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment.
- Moderate physical activity and handling an average weight of objects up to 25 pounds
- Exposure to blood and blood-borne pathogens
- Standing, sitting or walking more than 6 hours per day

### **Qualifications for Employment**

- Pre-employment physical examination
- Basic Life Support Certification
- Driver's Record and Defensive Driving Course
- Hepatitis B vaccination series or signed waiver
- Negative tuberculosis test
- Background Investigation
- Drug Testing - Initial and Random

### **EMPLOYEE/SUPERVISORY REVIEW**

I have read this job description and understand the requirements of the job and the work to be performed. I agree to perform the duties and responsibilities described. I assert that I am able to perform the essential job functions and meet the physical requirements of this position. Furthermore; I understand this is not an employment contract

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Employee's Signature

Date

I have reviewed this job description with this employee, and agree that it is an accurate description of the duties and responsibilities to be performed.

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Supervisor's Signature

Date