

Knox County Health Department  
**Job Description**

**Title: Dental Director**

**Reports to:** Chief Executive Officer

**Supervision Exercised:** Professional dental staff

**Salary Range:** Established per contract

**Work Hours:** Per Contract

**Principle Duties and Responsibilities:**

1. Supervises dental programs, exercising functional and technical supervision over assigned professional dental staff; directs the Quality Assurance/Improvement Program; develops health center policies and procedures; performs the duties described for a Dentist.
2. Develops, monitors and implements the Clinical Performance Measures, which is based on community health needs assessment. Reviews, formulates and implements dental protocols, and keeps dental staff up-to-date on current protocols and priorities. Maintains strict adherence to state and federal practice guidelines. Represents the organization with other dental professionals, to assure positive corporate exposure.
3. Advises the CEO in the distribution and utilization of personnel in the dental care team to maximize skills and knowledge of all staff. Participates in staff and professional conferences.
4. Examines, treats, and advises patients on dental problems.
5. Makes referrals to appropriate social or medical agencies; prescribes and dispenses medications and drugs suitable to patients; initiates and/or continues medical regimes for new patients and monitors results; maintain medical histories and treatment records; prepare varied work reports.
6. Provides medical-patient consultation to other physicians in the community; contributes professional medical expertise to consultative, educational, and evaluative activities in the health center; participates in collaborative treatments with other medical and mental health professionals and technical staff.
7. Consults on and assists in the development of in-service trainings and orientation activities in the treatment and care of the patient population. Participates in peer review.

**Education/Experience:**

1. Medical degree with completion of an accredited residency program.
2. Must be licensed to practice dentistry in Illinois.
3. Experience in a leadership position.

**Skills/Abilities:**

1. Thorough knowledge of the principles and practices of modern dentistry.
2. Able to manage the work of other dental professional to achieve goals and objectives; to develop and modify policies, rules, and procedures.
3. Able to work with professional independence and use initiative and judgment in performing dental diagnostic and treatment services for the patient population; to communicate effectively in both oral and written forms and to participate as a team member; and be able to relate to the special needs of the patient population.

**Travel Requirements:**

Valid driver's license; some out of county travel may be required for training or continuing education.