

# **PUBLIC HEALTH DENTIST**

**Division:** Knox Community Health Center  
**Immediate Supervisor:** Dental Director  
**Bloodborne Pathogen Risk Classification:** 1  
**Fair Labor Standards Act (Exempt Status):** E  
**Salary Schedule Pay Grade:** *Contractual*

**Updated: December 2004**  
**Reviewed: January 2017**

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As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependant on funding allocation and community expectations.

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## **Summary of Duties:**

1. Provide quality dental care services to eligible beneficiaries; to include disabled, and medically and/or psychologically compromised in the Community Health Center.
2. Perform oral examination of patients, analyze dental health problems, and develop appropriate treatment plans, in a manner which meets patient care needs as well as industry and State standards.
3. Provide treatment, within the scope of privileges and Department capacity, exercising sound judgment in determining scope of authority and level of ability of self and subordinates.
4. Refer patients which are beyond the scope of the Community Health Center Dental Clinic and staff in a manner consistent with established policies and procedures.
5. Maintain an understanding of the Community Health Center dental equipment and provide supervisory and advisory counsel to other staff members ensuring proper function and maintenance.
6. Recommend changes in Health Department and Community Health Center policies and procedures when appropriate.
7. Provide guidance with regard to maintenance of patient records, audits, and claims remittance.

## **Minimum Qualifications:**

Graduate of an United States accredited school of dentistry; and

Licensure as a Doctor of Dental Surgery (D.D.S.) or Doctor of Dental Medicine (D.M.D.) by the State of Illinois; able to apply for a current DEA license; and

Knowledge of clinical dentistry requirements, principles, practices, and techniques of preventative and corrective dentistry, and oral hygiene.

Experience in dental work is preferred, specifically related to working with children.

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**Essential/Non-Essential Functions:**

Asserts ability to consistently perform dental services at or above industry standard level, performing skillful use of dental tools and equipment. Seeks out new knowledge through continued education and independent study.

Possesses ability to independently exercise judgment in making critical decisions affecting the health and welfare of patients, with regard to dental care services.

Maintains the capacity to perform dental care procedures in accordance with the Dental Professional Act in a non-judgmental manner, exercising courtesy, tact, and patient confidentiality at all times.

Ensures the maintenance of proper precautions in compliance with established policies and procedures for safety, infection, and exposure control as outlined in the Knox County Health Department Bloodborne Pathogen Exposure Control Plan and all applicable OSHA standards.

Demonstrates public health practices and theories in the provision of comprehensive direct dental care services to individuals, families, and organizations; exhibits concern for and commitment to healthcare and oral hygiene.

Ability to establish and maintain effective working relationships with administrative staff and community representatives.

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**Physical/Mental Attributes:**

Ability to stand or sit for long periods of time, work in awkward positions, and balance with application of ergonomics.

Must be able to walk, stand, and manipulate dental instruments, equipment, and materials, as well as lift and carry said equipment and materials not to exceed twenty-five (25) pounds.

**Physical/Mental Attributes, cont.**

Must be able to physically perform all aspects of the job in a manner to satisfactorily meet the requirements of the job without danger to yourself or others.

Ability to exercise patience and persuasiveness with people when exposed to physically and emotionally fragile patients and family members.

Must have a valid driver's license and be able to drive a vehicle.

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**Performance Standards:**

Performance will be measured in accordance with the Knox County Health Department approved evaluation tool and established work performance standards.

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Administrator Signature

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Employee Signature