

JOB ANNOUNCEMENT

Position: **Dentist Director**
Division: **Tribal Health Administration**
Program: **Dental**
Supervisor: **Clinical Director**
Salary: **\$189,488.00 – \$194,225.20 (Grade 49, Step 01-02) DOE**
Classification: **Exempt**
Budget Line Item: **20-3000-9015-24-6000**
Location: **Shoshone-Paiute Tribes of Duck Valley Indian Reservation, Owyhee, Nevada**

OPENS: October 12, 2023

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application). Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATION:

This position is subject to random drug testing and a background check as a condition of employment. This individual works in patient and emergency situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors. This individual operates Tribal vehicles and/or equipment on a regular basis.

SUMMARY OF FUNCTIONS:

Serves as the only Dental Officer for the Dental Unit with responsibilities for performing a variety of professional tasks of average technical and administrative difficulty (including activities for the assessment, planning development, implementation and evaluation of direct and contract resources for dental services at the unit) in conformance with established criteria and guidelines. Proper judgment is required to prevent delays in services provision, avoid adverse impact on the health status of all ages of individuals and the population served, reduced wasted efforts and resources and ensures a successful final outcome for the dental care system. Provides dental services of a scope, quality and quantity consistent with the Shoshone-Paiute Tribes policies for the Owyhee Community Health Facility.

MAJOR DUTIES & RESPONSIBILITIES:

1. Serves as the primary point of dental treatment and care for the OCHF service delivery area. Provides dental care services in accordance to national dental guidelines, regulations and the OCHF policies and procedures. Refers patients out for care beyond that which can be provided at the Owyhee Community Health Facility dental clinic. The Electronic Dental Records (EDR) & RPMS will be used as the legal dental health record for patient care.
2. Serves as the dental advisor to the OCHF leadership regarding the total dental program and objectives.
3. Serves as front line supervisor for fewer than three (3) full-time equivalent dental staff (Including dental hygienist, assistants, technicians, and contractors) planning, assigning, evaluating and directing work, ensuring adequate training of employee and exercising complete administrative control over subordinates in the carrying out of the program policies.
4. To incorporate Quality Management activities into their service activities to determine effectiveness, appropriateness, quality to ensure desired outcomes. To participate and take leadership roles in QM activities as it relates to their department and services.

5. Electronic Dental Records – Must be able to manage all aspect of patient care electronically, by providing a full range of functions for data retrieval and capture to support patient review, encounter and follow-up. The electronic dental record is a commercial off-the-shelf dental clinical and practice management software application that is integrated with the Resource and Patient Management System (RPMS) and services the legal dental health records for patients.
6. Dexis Imaging for X-Ray.
7. Dentrix enterprise – only the demographics come through.
8. Dentrix, monitor does schedule copying and pasting from Electronic Dental Records to Dentrix.
9. Will be required to submit monthly dental reports.
10. Will submit and follow the Dental Budgets.
11. Administrative duties.
12. Auto Clave weekly bio-auto clave tests.

EDUCATION & WORK EXPERIENCE REQUIRED:

DDS or DMD from a dental school accredited by the Commission on Dental Accreditation and a certificate from an accredited General Residency Program.

-OR-

DDS or DMD from a dental school accredited by the Commission on Dental Accreditation and two (2) additional years of responsible experience in the profession.

Must have a current State Dental license in United States or its territory.

Must have a current DEA license and a current NPI number.

Must have experience working with Electronic Dental Records (EDR) and other dental software packages.

SUPERVISORY CONTROLS:

Administrative supervision is provided in non-professional matters. Professional guidance is provided in the absence of the Dental staff. Incumbent must be independent in selecting approved methods in solving most normal problems arising during the course of work. Work is reviewed for professional judgment and the attainment of objectives.

Incumbent plans and carries out the successive steps and handles problems and deviations in work assignments in accordance with guidance and Owyhee Community Health Facility instructions and policies; or by the use of accepted professional practices. Completed work is usually evaluated for technical soundness, appropriateness and conformity to professional standards and Owyhee Community Health Facility requirements.

OTHER FACTORS INFLUENCING POSITION:

Guidelines: Guidelines, including OCHF polices regulations and precedents that sometimes contain inconsistencies, may be applicable to some, but not all parts of the assignment and may require modification and innovation in adapting them to specific cases. Incumbent analyzes results and recommends changes in guidelines and policies.

Personal Contacts: In addition to contacts with patients and families, establishes and maintains contacts with people in other Federal Departments (i.e. outside agency to which is assigned) or outside the Federal Government such as local, state and national groups and national groups and organizations government bodies.

Purpose of Contacts: Contacts are required in order to obtain and provide information, present reports and further the goals and objectives of the dental program.

HIPAA Privacy Act- (Significant Facts):

The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The Privacy Act carries both civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality shall be cause for adverse action.

Scope of Review/Parameters for HIPAA Compliance by Designated SOW:

- i. Review/Access of Patient Registration-(Review only); **cannot change or alter.**
- ii. Request specific medical records to dentistry department, review medical information, medications, and document patient care visits.
- iii. Review by request (**ONLY**) for specific medical record visit(s), authorization for release of medical information, assignment of benefits and other authorization for obtaining prior approval, etc., from within the Medical Records Department

Access to RPMS (Resource & Patient Management System):

- Patient Health Summaries
- For viewing only, no access to make corrections or changes

Access to Electronic Health Records
