



Position Description

Position Title: Dentist
Classification: Non-Exempt
Supervisor: Dental Director

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other functions as assigned or requested to further support the organization's mission.

Position Summary

The Dentist will provide the community with superior dentistry services. The Dentist will diagnose and treat problems of the teeth and tissue of the mouth and assess, educate and inform patients of preventative dental care and maintenance. This position will require knowledge of Wilmington Community Clinic's Policies and Procedures and standards; the ability to interact with personnel as well as outside agencies and patients; the ability to act independently to carry out duties and responsibilities of the job without specific supervision by people or procedures; and the aptitude to establish work priorities to meet established deadlines.

Essential Position Responsibilities

- Evaluate the current health and condition of their patient's teeth to determine diagnosis of dental condition, if any
- Inform their patients on how to prevent dental problems and keep their teeth and mouth as healthy as possible
- Complete treatment on affected gums, decayed and fractured teeth, and perform tooth removal for cases where there are high levels of decay
- Consider treatment methods and explain the options with the patient to determine which works best for them based on their situation
- Keep all equipment functional and clean
- Maintain dental files for all patients
- Monitor and evaluate any x-ray images for any part of the patient's oral cavity
- Refer patients to orthodontists or other dental specialist for more advanced procedures and care
- Dentists diagnose, prevent, and treat problems with teeth or mouth tissue.
- Remove decay, fill cavities, examine X-rays, place protective plastic sealants on children's teeth, and repair fractured teeth.
- Perform necessary procedures to treat gum diseases.
- Dentists extract teeth (simple common surgical).



- Provide instruction on diet, brushing, flossing, the use of fluorides, and other aspects of dental care.
- Administer anesthetics and write prescriptions for antibiotics and other medications.

Skills

- Ability to remain organized while managing multiple details
- Bilingual/Bicultural English/Spanish preferred
- Ability to communicate effectively
- Ability to relate to people from different socio-economic backgrounds
- Ability to handle multiple tasks
- Medical terminology
- Knowledge of HIPAA privacy and confidentiality practices. Knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills.
- Punctuality and excellent attendance required.
- Professional demeanor and appearance a must.
- Excellent customer service skills required.

Education and Experience

- A baccalaureate degree with a heavy emphasis on chemistry, biology and physiology followed by a four year program which leads to a Doctor of Dentistry degree.
- They usually diagnose and treat basic diseases of the mouth such as gum disease and tooth decay. The procedures performed by a general dentist include caps, fillings, basic extractions and dentures.
- Possess the amount of training and/or a degree from an accredited school of dental medicine
- Pass a national exam
- Apply for licensure in the state you wish to practice in.

Supervisory Responsibilities

Provides work direction for staff in assigned area. Work direction may include scheduling, assigning daily responsibilities, assistance in interviewing, answering questions and providing staff performance evaluation.

Physical Requirements

Position requires prolonged hours of sitting at a computer, standing and walking in a clinic setting. Some bending and assisting patients in clinical setting.

Work Environment

Code			
C = Continuously	F = Frequently	O = Occasionally	R = Rarely



(70% or More)	(40-70%)	(15-40%)	(Less than 15%)
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Please use the codes above to complete the table below

	Code
Working indoors in a clinical setting	C
Working indoors in an office setting	F
Working indoors & outdoors delivering materials/transporting clients	R

Please check the statement that represents the Work Environment for this position

Routine exposure to blood or body fluids	
Possible exposure to blood or body fluids	
No exposure to blood or body fluids	

Travel Requirements

Some travel may be required to attend local meetings; travel between clinic sites.

Acknowledgement:

I have read and received the Dentist Position Description. I understand that this description is a summary of responsibilities and is not intended to be an all inclusive list. My position may include additional responsibilities as required. My signature below indicates receipt of this document and does not alter the at-will employment relationship in any way. If I have any questions about my Position Description or about my position I may contact my supervisor.

Employee Signature

Employee Name Printed

Date