

**Mountain Valleys Health Centers, Inc.**

**Job Description**

**POSITION:** DENTAL DIRECTOR (Exempt)

**REPORTS TO:** Executive Director

**SUPERVISES:** Dental providers at all sites, Quality Assurance/Health Educator

**AREAS OF RESPONSIBILITY:** The Dental Director is responsible for the development, implementation, and quality of care provided by Mountain Valleys Health Centers, Inc. Participates as a member of the senior management team, defining the structure and scope of the dental program, providing leadership to dental providers, advocating for and representing MVHC to other providers and the communities at large.

**QUALIFICATIONS:** Graduate of an accredited dental school with a current license to practice dentistry in the State of California, current CPR, and DEA certification. Ability to work well with others in a professional manner in a team-oriented environment. Leadership qualities, including prompt and careful decision-making, supporting attitude toward organization, attention to the needs of MVHC providers. Must maintain confidentiality relating to MVHC personnel, patients, and information that could result in proprietary damage to MVHC. Must possess current valid California drivers license and auto liability insurance. Must have the ability to travel when needed to all sites.

**REQUIREMENTS AFTER HIRE:**

Annual physical exam.

Clean and appropriate business attire.

**DUTIES AND RESPONSIBILITIES:** Ensure the provision of basic services delineated in the MVHC policies and procedures, planning and implementing all new dental services, develop and implement dental policy in coordination with staff and ED.

Has lead responsibility in recruiting, hiring, orienting, and supervising dental providers as well as involvement of dismissal of dental staff. Review and ensure appropriate credentialing of all dental personnel. Prepare annual written evaluation of all; dental providers and quality assurance/health educator.

Ensure that dental protocols and rules of conduct for dental personnel are followed. Implement disciplinary procedures as appropriate.

Resolve dental-related problems, referring non-dental grievances and grievances which he/she determines may be appropriately resolved through the grievance procedure, to the Site Manager.

Assess needs of continuing education, making recommendations to ED.

Participate in and supervise daily dental operations, including administrative functions, in coordination with clinic team leaders.

Regularly advise the ED and Board of Directors on issues regarding dental services and patient care.

Perform other duties as assigned, demonstrating flexibility and willingness to do extra work as needed, on an intermittent basis.

**CUSTOMER CARE:** A core value of Mountain Valleys Health Centers' is our dedication to high-quality customer care. As a Community Health Center, our patients are our vitality; therefore, every patient will be treated accordingly.

At MVHC a customer is defined as but not limited to a patient, vendor, contractor, granting agency, community business, and employee. Customers will be treated with the utmost dignity and respect regardless of their socio-economic status, insurance type, job position, and/or race, etc. Discrimination is unacceptable and is grounds for immediate termination.

Every employee of MVHC will adhere to the Accountability Measures outlined either at the onset of employment or at the date of this signed job description. Should these expectations not be upheld, the employee understands that disciplinary action will be taken which could lead to immediate termination.

By signing this job description, the employee commits to providing the highest quality customer care and will strive to make each patient feel as though they are the only one.

**Physical Requirements:** Sitting, standing, walking, bending/stooping, squatting/crouching, balancing, reaching, twisting/turning, pulling, stand up lifting up to 30 pounds, speaking/hearing on phone and in person, reading, writing, close eye work, repetitive motion of hands, fine and gross manipulation, up/down and side/side hand motion, positioning patients, exposure to bodily fluids, exposure to infectious disease, exposure to solvents/chemicals, exposure to public/staff/dentists, working with other, fast work pace, frequent change, frequent interruptions, independent problem solving, and travel by auto to other sites.

**EMPLOYEE ACKNOWLEDGEMENT:** I have read my job description and understand its contents. I agree to perform the duties and responsibilities with the highest standards. If at any time I have questions about its contents, I will discuss with my supervisor for clarification.

---

*Employee Signature*

*Date*