

# Health District

OF NORTHERN LARIMER COUNTY

## Position Description

**Position Title**                      Lead Dentist

**Career Level/Grade**              LD

### Position Overview

The Lead Dentist provides hands-on dentistry, direct supervision of select clinical staff, and works with the Health Services Director to plan and implement the clinical services of a busy community health dental clinic. This position also provides select administrative duties, as assigned.

The Lead Dentist provides the direct supervision of all dentists and dental hygienists. Supervision may include student dentists and/or hygienists working at the Family Dental Clinic. Supervisory responsibilities include (but is not limited to) clinical workload recommendations to meet strategic plan targets; hiring and onboarding; assigning, observing, evaluating the work of others; training dentists, hygienists, dental assistants, and students; developing, defining, implementing, and updating clinical guidelines and clinical quality measures, implementing, and managing an audit process to ensure quality and reimbursement of services provided by members of the dental clinician team; providing assistance to staff who encounter difficult and unusual situations; and recommending policy and procedure changes to the Dental Services Manager and Health Services Director.

### Supervision and Fiscal Responsibilities

Oversees the work of experienced level professionals.  
Assists in the development and adherence to the annual budget.

### Examples of Duties

- Supervise dentists, dental hygienists, and any dentist or dental hygiene students who may be assigned to the Family Dental Clinic through a credentialed program.
- Support recruitment activities, train employees, conduct supervision meetings, evaluate staff, complete performance reviews, address complaints, and resolve issues with staff.
- Assign work equitably to direct reports ensuring that all duties are completed in a timely manner.
- Establish and maintain work schedules for direct reports, facilitating and assigning clinic coverage and daily duties.
- Evaluate patient schedule for maximum efficiency, suggest improvements and work with Dental Services Manager and Health Services Director to implement needed changes to procedure times, scheduling templates, and clinic hours.
- Evaluate quality of work performed by direct reports to ensure that work performed meets acceptable standards.
- Ensure high-quality clinical dental services and practices are provided in the Family Dental Clinic.
- Assist dental assistants, providers, and other clinic staff with client problems or unusual situations and approve exceptions to normal procedures within the program policies and procedures as authorized by Health Services Director.
- Provide advice and counsel to all clinical personnel on matters related to clinical care, patient grievances, and related issues.
- Work cooperatively with the other dental program supervisors and the Dental Services Manager to coordinate needed clinical support for Family Dental Clinic operations.
- Work with Dental Services Manager to coordinate effective Medicaid billing and reimbursement for services.

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- Assist in the creation of dental quality initiatives, provide quality assurance reviews and utilize data to guide Q/I improvement or individual performance improvement recommendations.
- Create and facilitate quarterly Medical Emergency Training that is relevant to the dental office and ensure dental hygienist and dentist participation.
- Provide quality dental services including restorative dentistry, preventative dentistry, oral surgery, endodontics, removable prosthodontics, establish treatment plans, and emergency dental treatment.
- Provide exemplary customer service to people from diverse racial, ethnic, and socioeconomic backgrounds, including individuals with physical and mental disabilities.
- Participate in the achievement of the Health District Strategic Plan, Quality Assurance Plan and other plans and policies.
- Attend continuing education to maintain dental skills and licensure, as well as development of supervisory skills, and other skills as needed.
- In coordination with the Dental Services Manager, work with school nurses to organize and schedule educational programs on oral health in the schools, perform screenings and fluoride applications for Head Start and public-school pupils, and work with other community non-profit organizations and county agencies to provide screenings and communicate the importance of oral health.
- Assist with developing policies, performing quality assurance audits and studies as well as participating in community and statewide public health organizations involved in improving dental services to the underserved.
- Work in coordination with the Health Services Director to create goals for the clinic and work to ensure staff under direct supervision meets yearly goals.
- Ensure OSHA compliance.
- Maintain DEA licensure, write prescriptions as needed, and utilize state-sanctioned prescription medication monitoring database(s).
- Comply with infection prevention procedures in the dental clinic.
- Utilize Safety Data Sheet (SDS) procedures and perform SDS duties as needed.
- Work as a positive and productive team member, participating in group meetings, trainings, retreats, and special events as required.
- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

### Qualifications

- Graduation from an accredited dental school with a DDS or DMD degree.
- Licensed to practice dentistry in the state of Colorado.
- Obtain and/or maintain current CPR certification.

### Knowledge, Skills, & Abilities

- Knowledge of public health dental care delivery.
- Knowledge of, or experience in medical/dental practice management and billing software.
- Wide range of dental skills including preventative, restorative, removable prosthodontics, endodontic services, oral surgery, administration of nitrous oxide, and emergency dental services.
- Good computer skills with the ability to learn new software.
- Good verbal and written communication skills.
- Ability to provide clinical supervision.
- Ability to supervise and train all other dental clinical providers.
- Ability to keep accurate and complete records.
- Ability to maintain confidentiality with protected client information.
- Ability to maintain professional, positive, productive relationships.

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- Commitment to contributing to an inclusive and equitable working and learning environment.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultures, beliefs, customs, socioeconomic statuses, abilities, genders, gender identities, and sexualities.
- Ability to balance multiple demands, work both cooperatively within a team and independently.
- Basic skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

### Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.

### Infection Prevention

Must comply with infection prevention policies for this position. Requirements include providing documentation of MMR, Varicella, Tdap and Hep B (Hep B is optional, but strongly recommended) immunizations and compliance with tuberculosis training, screening, and testing on hire.

### Equal Opportunity Employer

The Health District is committed to creating an equitable and inclusive workplace and proudly serves as an Equal Opportunity Employer. We welcome applicants from all backgrounds and ensure that all qualified candidates receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.

**We believe that diverse backgrounds and perspectives strengthen our organization, so we consider a combination of experiences to meet minimum qualifications.** Experience may include related knowledge, skills, abilities, education, work, and lived/living experience. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.