



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
britneyr@spiritlakenation.com

Job Title:	Dental Director	Open Date:	September 20, 2023
SLT Program:	Spirit Lake Health Center	Close Date:	Until Filled

Position Objective: This position is responsible for management of the Spirit Lake Health Center (SLHC) dental program and providing professional dental care by diagnosing and treating diseases, injuries, and malformations of teeth and gums, and related oral structures for the patients of SLHC. Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values: **VALUES.**

Job Responsibilities:

- Evaluates patient condition using clinical examination and radiographs.
- Performs prophylaxis and provides preventive dental services to patients such as applications of fluoride and sealants to teeth.
- Fills cavities and places crowns if necessary.
- Administers local anesthetic as needed for patient comfort.
- Performs root canal therapy.
- Performs periodontal therapy including scaling, curettage, and surgical procedures.
- Performs oral surgery including extractions, alveolectomy, biopsy, and other procedures as needed.
- Designs and fabricates fixed and removable dentures to replace missing teeth.
- Educates patients in oral hygiene and home care.
- Provides leadership and management oversight of all daily activities in the SLHC Dental Clinic related to budget, purchasing, personnel, administration, and performance management, ensuring safe and efficient patient care.
- Develops and implements comprehensive dental services plan for SLHC.
- Hires, trains/precepts, assigns, schedules, directs, supervises, evaluates and disciplines assigned personnel. Arranges for contract staff as needed.
- Identifies and orders equipment and supplies necessary for safe and effective operations.
- Coordinates facility design to ensure effective utilization of space based on dental service needs.
- Recommends and implements guidelines, policies, and services.
- Develops a quality assurance dental program.
- Establish relationships with clinical staff and other personnel to facilitate appropriate health care provision.
- Collects, analyzes, and interprets statistical data applicable to the oral health status of the populations within the jurisdiction.
- Participate as a member of the SLHC executive leadership team.

- Maintains current knowledge of federal, state, and local regulations affecting areas of responsibility. Understands and complies with infection control, safety and OSHA procedures and regulations.
- Maintain effective, collaborative interdepartmental and external relations.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

Knowledge required at a level appropriate for this position:

- Knowledge and ability necessary to provide care appropriate to the age of patients served.
- Knowledge of the principle of growth and development over the life span.
- Knowledge of diagnostic, preventive, and therapeutic dental care.
- Knowledge of evidence-based practice, science of quality improvement, patient safety measures, and building patient-centered care systems.
- Knowledge of infection control standards and protocols.
- Knowledge of diversity and cultural difference of Native American populations, and the ability to appreciate cultural differences and their effect on healthcare delivery.
- Knowledge of exposure control including blood borne pathogens and respiratory protection protocols.
- Knowledge of management principles and practices; budget preparation and accounting; and organizational human resource policy and practice.
- Ability to identify, categorize, and perform clinical services to address each patient's age-specific needs, i.e., infant, adolescent, or geriatric patients.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Skill in employee management and supervision.
- Skill in dealing with the public.
- Skill in oral and written communication.
- Skill in process improvement and performance management.
- Skill in problem solving, mediating, and resolving disputes.
- Skilled in critical thinking, deductive reasoning and decision making.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in the provision of customer service.
- Skill in use of job-related equipment and tools.
- Skill in use of personal computer and a variety of job-related software applications.

Supervisory Controls

The Chief Executive Officer assigns work in terms of goals, objectives, and available resources. Work is

reviewed through conferences, reports, and observation of operations.

Guidelines

Guidelines include state and federal laws, Spirit Lake Tribe and SLHC policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position assists with the development of departmental and health service policies and guidelines.

Complexity/Scope of Work

This position consists of clinical and varied administrative, managerial, and supervisory duties. The varied scope of responsibility and continuous changes healthcare and treatment options contributes to the complexity of the work.

The purpose of this position is to deliver the highest quality dental care to SLHC patients. Successful performance helps ensure the overall effective and efficient operation of the Dental Clinic and SLHC resulting in improved patient outcomes.

Contacts

Contacts are typically with clinical providers, patients, department directors, employees, elected officials, vendors, and the general public.

Contacts are typically to exchanging and provide factual medical information, provide patient care, resolve problems, and provide assistance.

Physical Demand / Work Environment

The work is typically performed standing or sitting. The work is typically performed in a clinic setting which requires normal safety precautions for infection control and environmental safety measures. The work environment is usually noisy.

While performing the duties of this job, the employee is regularly required to stand and sit, talk, and hear. Requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or climb. The employee must regularly lift and /or move light objects, and occasionally lift heavier objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This position requires operation of a motor vehicle.

Supervisory and Management Responsibility

Manages the employees within the SLHC Dental Clinic. Is responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with applicable personnel system policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Minimum Qualifications

- Degree in dental surgery (DDS) or dental medicine (DMD) from a school approved by the Council on Dental Education, American Dental Association (ADA) or other dental school.
- Two (2) years' experience as a practicing dentist and one year of supervisory experience.

- Must have a permanent, full, and unrestricted license to practice dentistry in the State of North Dakota, or ability to obtain full or temporary license prior to start date. A full and unrestricted license must be obtained within one (1) year of hire.
- Must obtain and maintain medical staff clinical privileges, including any licensure requirements.
- Current BLS certification.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota with a clean driving record.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

Job Location:	Spirit Lake Health Center	Company Industry:	Spirit Lake Health Center
Job Role:	Dental Director		
Employment Status:	Full- time	Supervision	Medical Director
Salary Range:	DOQ	Manages Others:	no
Number of Vacancies:	1	Other:	

More detailed job description can be picked up in the Human Resource Department for this opening.

Please Send Application to:

Name:	Spirit Lake Tribe Human Resource Department	Email:	mkeo@spiritlakenation.com or britneyr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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