



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

### **Position Description**

**Position:** Dental Director

**Location:** Lac Courte Oreilles Community Health Center

**Hours:** Monday-Friday 8:00am-4:30pm (40 hrs wk)

**Posting Date:** May 9, 2015

**Closing Date:** Until Filled

**Salary Range:** Negotiable

#### **Description of Position:**

Provides essential dental care for the Lac Courte Oreilles Community Health Center Dental Department on a continuous basis. Work activities of the Clinic's Dental Director include making decisions and solving problems related to patient care, updating and using relevant knowledge and applying it to the job, documenting and recording information in written or electronic form, performing for and working directly with the public, assisting and caring for others. The Dental Director will need to establish and maintain constructive and cooperative working relationships with others, including coworkers and patients. The Dental Director will represent the LCOHC Dental Department as spokesperson in matters relating to Dental Service.

#### **Qualifications:**

- Graduate of an accredited Dental school;
- Possess four years experience as a Dentist;
- Previous Administrative or Managerial Experience required.
- Current Wisconsin License to practice.
- Mantoux TB test current;
- Have completed Hepatitis B series;

- Ability to make treatment plans and carry them out;
- Possess strong oral presentation skills;
- Possess strong arm-hand steadiness and coordination;
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Valid Driver's License.
- Vehicle Insurance
- Must be able to pass a background check.
- Must be able to pass drug screening.

### **Major Duties and Responsibilities:**

1. Use masks, gloves and safety glasses to protect themselves and their patients from infectious diseases. Report any breach of infection standards.
2. Examine teeth, gums, and related tissues, using dental instruments, x-rays, and other diagnostic equipment, to evaluate dental health, diagnose diseases or abnormalities, and plan appropriate treatments.
3. Administer anesthetics to limit the amount of pain experienced by patients during procedures.
4. Formulate plan of treatment for patient's oral health/
5. Use air turbine and hand instruments, dental appliances and surgical implements.
6. Diagnose and treat diseases, injuries, and malformations of teeth, gums and related oral structures, and provide preventive and corrective services.
7. Advise and instruct patients regarding preventive dental care, the causes and treatment of dental problems, and oral health care services.
8. Treat exposure of pulp by pulp capping, removal of pulp from pulp chamber, or root canal, using dental instruments.
9. Write prescriptions for antibiotics and other medications within established policies.
10. Design, make, and fit prosthodontic appliances such as space maintainers, bridges, and dentures, or write fabrication instructions or prescriptions for denturists and dental technicians.
11. Operate practice efficiently.
12. Maximize 3<sup>rd</sup> party billing and Meet MA guidelines.
13. Attend all required meetings as directed.
14. Ensure patient satisfaction and customer service.
15. Create and follow Annual Dental Department budget. Limit spending to only funds available.
16. Supervise all Dental Department Staff. Support, coach, mentor and apply corrective discipline as needed.
17. Finish assignments and projects by the deadline assigned.
18. Follow (and revise) established Dental Policy and Procedure Protocols. Work with the Health Director to modify and develop new protocols as needed.

19. Responsible for reporting Adverse Incidents.
20. Perform all other duties as assigned by the Health Director.

**Supervision and Guidance:**

The Dental Director will work under the direct supervision of the Health Director.

**\*Applicants for employment with the Health Center must submit with the application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any stated Qualifications**

**Three (3) letters of recommendation**

**Academic transcripts**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
715-638-5132  
715-634-6107 FAX

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*