



Virginia Garcia Memorial
HEALTH CENTER

Job Description

Job Title:	Dentist (110)
FLSA:	Salaried "Exempt"
Base Salary:	\$4,239.76 biweekly (\$110,234 if annualized)
Department:	Dental (022)
Reports to:	Dental Director

The Virginia Garcia Memorial Health Center's mission is to provide high quality, culturally appropriate healthcare to low-income residents of Washington and Yamhill Counties with a special emphasis on seasonal and migrant farm-workers and to others with barriers to receiving health-care.

Job Summary: The Dentist is to provide direct patient care in accordance with training, experience and licensure. Participate as a member of the medical/dental team with the Center. Functions as an educational resource to patients, the Center, students and the community.

Essential Duties and Responsibilities:

- Provide direct patient care in accordance with training, experience and licensure
- Participate in direct patient care, which may include preventative and restorative care. Complete or supervise the completion of all necessary documentation of visits, referrals, insurance verification and any other paperwork that may be a part of the dental visit
- Meet minimum patient care productivity requirements as may be set by the Center to meet requirements of outside funding and/or reimbursement sources
- May assist in organizing and participating in specialty clinics and camp visitations. May be required to provide services at all sites
- Provide all necessary documentation of care provided to patient (within protocols and practices establish within the Center)
- Establish necessary infrastructure to operate the dental program efficiently and effectively. This will include creation and/or updating of protocols and procedures
- Participate with administrative staff in the development of departmental budget. Monitor this budget on monthly basis to maintain budgetary balance
- Participate as a member of the medical/dental team within the Center

- Provide day-to-day supervision of ancillary dental personnel. This will include recommendations for hire of personnel, evaluations, and recommendations for discipline or termination
- Assist medical director in providing quality assurance and dental program planning and review. At a minimum this will include attendance and participation in QA meetings and audits
- Participate in committees within the Center
- Functions as an educational resource to patients, the Center, students, and the community
- Provide supervision of dental students on rotation through the Center.
- Provide technical assistance to medical personnel as requested
- Become a part of professional committees at the community level, which improves the Center's visibility and status
- May be required to temporarily assume responsibilities of Dental Director in his/her absence
- Provide assistance to Executive Director as necessary to fulfill the work of the Center
- Generally strive to improve patient care and professionalism at VGMHC.
- Perform other duties as assigned by Supervisor
- Handle protected health information (PHI) in a manner consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

HIPAA Requirements:

The dentist will have access to PHI in the course of carrying out his/her patient care duties. Applying the minimum necessary standard of HIPAA, the designated record sets to which this employee will have access include: all demographic, scheduling and accounts information in the practice management system, the full dental chart, the full medical record, all accounts and billing information.

Knowledge, Skills and Abilities Required:

- Ability to work well as a part of a professional, interdisciplinary team.
- Strong commitment to working with patients and staff from a widely ranging ethnic, economic, cultural and social mix
- Bilingual English/Spanish preferred; or strong commitment to becoming competent to provide medical care in the language of the patient

Education and Experience Required:

- Experience and/or interest in public health dentistry and the desire to raise oral health standards in the community
- Current Oregon license and registration

Behavioral Competencies:

Accountability

- *Role model VGMHC's mission, vision, and shared values*

Customer-Focus

- *Listen to the voice of the customer and strive to delight them by exceeding their expectations*

Teamwork

- *If someone needs help, help them*

Initiative

- *Be innovative, apply fresh ideas, and continuously improve how you do your work*

Confidentiality

- *Maintain strict confidentiality and respect the privacy of others*

Ethical

- *Demonstrate integrity, honesty, and stewardship in all encounters at work*

Respect

- *Demonstrate consideration and appreciation for co-workers and patients*

Communication

- *Demonstrate the ability to convey thoughts and ideas as well as understand perspective of others*

Physical Requirements:

- Standing: 85%
- Sitting: 5%
- Walking: 85%
- Use of Computer:5%

Immunization:

Staff member must meet immunizations requirements as stated in VGMHC’s immunization policy.

Job description represent a general outline of the essential and major job duties, functions and qualifications required. They cannot be all-inclusive and comprehensive due to the dynamic nature of work performed to accomplish VGMHC’s Mission.

Employee’s Signature: _____ **Date:** _____

Print Name: _____

Supervisor’s Signature: _____ **Review Date:** _____

Workplace site (circle one)

- VG Home Location:** VG Administration
 VG Beaverton
 VG Cornelius
 VG Dental – Hillsboro, Cornelius, McMinnville
 VG Forest Grove
 VG Foundation
 VG Hillsboro
 VG McMinnville
 VG Pharmacy – Beaverton, Cornelius, Hillsboro, McMinnville
 VG Tigard

