



CANONCITO BAND OF NAVAJOS  
**HEALTH CENTER**

PO Box 3338 / 129 Medicine Horse Drive – To’Hajiilee, NM 87026 INC.  
Phone (505) 908-2307 / Fax (505) 908-2310

**SUPERVISORY DENTIST**

Position Description

<b>Department:</b>	Dental Clinic
<b>Job Code:</b>	
<b>Pay Range:</b>	
<b>Hours/Week:</b>	40 hours
<b>Position Type:</b>	Full-Time

<b>Reports To (Title):</b>	Chief Medical Officer
<b>Classification:</b>	Exempt
<b>Effective Date:</b>	September 13, 2022
<b>Revised Date:</b>	October 16, 2023

**PERFORMANCE EXPECTATIONS**

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver’s license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

**POSITION PURPOSE**

Responsible for providing preventive, educational, and corrective dental services within the scope of a community based oral health program; supervises the dental staff, clinic workflow, and performs administrative duties in conjunction with direction of the Chief Medical Officer.

**SUMMARY OF ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES**

- Plans, organizes, administers, coordinates review and evaluates the work of assigned staff.
- Makes effective recommendations regarding selection of staff; provides for training and professional development of staff; administers discipline as required.
- Assists in developing and implementing goals, objectives, policies, procedures and work standards for the unit; prepares and administers the unit’s budget.
- Provides and manages direct patient care, including intraoral examinations, evaluations, assessments, diagnoses and treatment of commonly encountered dental diseases or dental health problems.
- Prescribes pharmaceuticals, other medications, treatment regimens as appropriate to assessed intraoral conditions.
- Consults with a physician when there is a medical as well as a dental problem involved.
- Responsible for maintaining an appropriate record of all treatments provided to eligible patients. This includes use of paper charts, DEXIS, Dentrix and EHR.
- Serves as the dental advisor to the medical staff and CBN Health Center management on all matters pertaining to oral health.
- Coordinated the work of the dental clinic in conjunction with activities organized by other departments/programs particularly targeting school age children.
- Maintains the dental component of IHS Resource Patient Management System for the purpose of reporting on dental services provided and ensured that all billable dental service is submitted to the Business Office for processing.
- Coordinates continuing education for employees focusing on the needs of the dental staff’s skills and knowledge.
- Maintains compliance standards for AAAHC (Accreditation Association of Ambulatory Health Care) by performing monthly clinic walk- throughs to verify expiry dates for dental material and checking for possible clinic safety issues.
- Provides monthly reports of clinic activities to the Chief Medical Officer, CEO, and the Board of Directors.
- Performs internal audits including peer review among dentists, hygiene competencies, MSDS and name alerts.
- Remains current on dental topics/issues by taking continuing education courses that meet the requirement mandated by the New Mexico Board of Dental Health Care.



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- Contributes to the overall quality of the unit's services provision by developing and coordinating work teams and reviewing, recommending and implementing improved policies and procedures.
- Performs other duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

#### Experience & Education:

- Graduation from an accredited school of Dentistry (DMD/DDS); and four (4) years of professional experience as a Dentist.
- Valid license from the State of New Mexico to practice dentistry.
- CPR & First Aid certification within six (6) months of date of employment.

#### Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Principles, practices and policies related to the supervision of employees.
- Principles and practices of developing teams, motivation employees and managing in a team environment.
- Principles and practices of budget development and administration.
- Diagnostic and patient care services in area of dentistry.
- Principles, methods and procedures for the delivery of dental evaluation, diagnosis and treatment.
- Legal and ethical standards for the delivery of dental evaluation, diagnosis and treatment.
- Relevant drugs and non-pharmaceutical patient care aids and ability to prescribe medications and instruct patients in correct usage and dosage.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Records management principles and practices.
- Using DEXIS, Dentrix, HER and other software applications related to duties.
- Adhere to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act.
- Maintaining quality, safety, and infection control standards.
- Observing, assessing and recording symptoms, reactions and progress.
- Planning, organizing, supervising, and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Assisting in the development and implementation of goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Performing dental procedures in an efficient, effective and safe manner.
- Preparing clear and concise reports, records of work and other written materials.
- Using tact, discretion and prudence in dealing with customers.
- Using initiative and independent judgement within established procedural guidelines.
- Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines.

### **PREFERRED QUALIFICATIONS**

- Bilingual Skills in English and the Navajo native language.

### **WORK ENVIRONMENT**

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.



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**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

**Mental Demands:**

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

**OTHER**

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- *Disclaimer:* The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

**APPLICATION INSTRUCTIONS**

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
  1. E-mail to [Humanresources@cbnhc.org](mailto:Humanresources@cbnhc.org)
  2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
  3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.