



## Metro Community Health Center



### Dentist

**Metro Community Health Center extends great benefits to our eligible employees.**

**MCHC current benefits are:**

- MCHC pays 100% of the employee premium for UPMC Medical, United Concordia dental, STD, LTD and Life insurance
- VBA vision coverage is offered as voluntary coverage that paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 11 paid holidays
- 401k with a 4% match

### POSITION SUMMARY

Provides comprehensive and appropriate dental care and treatment to patients in an integrated care setting. Provides supervision to Dental Hygienist(s) and Dental Assistant(s) as assigned.

### ESSENTIAL FUNCTIONS

- Provides routine and emergency dental services, including diagnosis and treatment plans, general restorative procedures, crown and/or bridge construction, removable prosthetics, uncomplicated endodontics and minor oral surgery.
- Responsible for all dental care given to patients, including that provided by the Hygienist(s).
- Ensures the administration of quality oral health care.
- Responsible for beginning and ending appointments as close to "on schedule" as possible.
- Initiates and interpret x-ray and lab studies.
- Administers anesthetics and prescribes medications.
- Refers patients for specialty care to other clinic programs our outside agencies as appropriate.
- Supervises Dental Hygienist(s) and Dental Assistant(s) when appropriate.
- Conducts follow-up patient care.
- Provides dental and oral health education to patients and families.

- Assists in reviewing clinic productivity, scheduling procedures, and establishing guidelines for care and treatment.
- Teaches and trains patients and staff on illness prevention.
- Actively participates in community dental programs.
- Assists with in-service and on-going training of clinic staff.
- Builds relationships and fosters a high level of customer service.
- Manages difficult clients and patients, demonstrating interpersonal savvy and influence skills.
- Exercises professional judgment in the performance of services provided consistent with the organization's policies and the standards of the dental profession.
- Demonstrates a high degree of knowledge and competency in the practice of dentistry and associated charting requirements.
- Performs assigned dental tasks using high level of skills and ability.
- Utilizes computers for data entry and information retrieval with proficiency.
- Utilizes & monitors effectiveness/efficiency of equipment/supplies used in the delivery of services.
- Responsible for participating in quality assurance, peer review and audit activities.
- Communicates frequently with others in verbal and written communication format.
- Implements and evaluates operational and administrative processes.
- Carries out and performs other supervisory, administrative, or clinical duties as assigned within the realm of the Dental Profession.

## **REQUIREMENTS**

### **Education**

- DMD or DDS from an accredited dental educational institution. Licensed to practice dentistry in Pennsylvania
- DEA License
- Demonstrated expertise in relevant dental practices, protocol, trends and best practices in clinical areas assigned. Demonstrated knowledge and success in effecting overall clinical operations.
- Experience/Knowledge of HRSA accreditation process and requirements, as well as all federal, state and local regulations and standards associated with the delivery of care in a community health center environment.
- Ability to manage multiple responsibilities and emergency situations successfully  
Proficiency in knowledge of office management, use of computer, software packages, and office machines.
- Working Conditions

Normal clinic working environment. Requires good verbal and written communication skills. Must be able to speak and read and write the English Language.

Ability to move freely (standing, stooping, walking, bending, pushing, and pulling).

Ability to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

Normal accessibility and mobility throughout the region required

Normal overtime/extended work hours

## Blood Borne Pathogen Exposure

Category I: Job classification includes ALL employees who have occupational exposure\* to blood borne pathogens\* (blood or body fluids) while performing their job duties.

Category II: Job classification includes employees who are likely to have SOME occupational exposure to blood borne pathogens because Category I tasks may occasionally be required.

Category III: Job Classification includes those employees who perform jobs and tasks where NO CONTACT with blood borne pathogens occurs and Category I and Category II tasks ARE NOT a condition of employment.

I am able to perform these tasks without accommodation.

Yes

No

If no, list required accommodations: \_\_\_\_\_