



## Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290  
HR Fax: (541) 273-4564

**OPEN: 11/08/18**  
**OPEN UNTIL FILLED**

**EXEMPT X**  
**NON-EXEMPT**

### POSITION DESCRIPTION

**POSITION:** DENTIST

**RESPONSIBLE TO:** Dental Clinic Director

**SALARY:** GS-17 \$129,957 - \$163,332 Annual/Full Benefits  
GS-18 \$143,848 - \$180,784 Annual/Full Benefits  
GS-19 Only for Employees with 10+ Years of Service

**CLASSIFICATION:** Professional, Full-Time, Regular

**LOCATION:** Klamath Tribal Health & Family Services  
Wellness Center, Chiloquin, Oregon

### POSITION OBJECTIVES

The Dentist is responsible for carrying out the contracted responsibilities of providing dental care services to the Native American population residing in the service area of the Klamath Tribes. These duties include serving as a direct provider of dental services at the Klamath Tribes Dental Clinic. Routine duties shall include providing health care related services to individuals eligible for services provided by Klamath Tribal Health & Family Services in homes, schools, clinics, alternate job sites and other community locations within the Klamath Tribes' Service Unit.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Provide dental services of a scope, quality and quantity consistent with PL-638 program standards and policies.
2. Develop and implement dental care plans; instruct and counsel patients; record patient progress.
3. Coordinate dental services/activities with contract dentists.
4. Maintain files, develop and follow through on treatment plans within Tribal Health guidelines.

5. Provide Dental Clinic reports, documents, statistical surveys and other required data.
6. Participate in the development of dental clinic policies & procedures. Adhere to dental policies including Quality Improvement and HIPAA regulations.
7. Increase third party revenue through patient care, proper documentation, planning and management of dental clinic resources.
8. Collaborate with other Klamath Tribal Health & Family Services programs to identify clients' needs and to develop plans to meet those needs.
9. Work with Dental Clinic Director to develop an appropriate Dental Budget.
10. Advise the Dental Clinic Director on dental health issues/concerns affecting patient care.
11. The incumbent will be called upon to accomplish other tasks within their scope of work.

### **SUPERVISORY CONTROLS**

The Dentist works under the direct supervision of the Dental Clinic Director, who provides general instructions. Work is assigned in terms of functional/organizational objectives. The supervisor will provide guidance with unusual situations which do not have clear precedents.

Employee works independently, resolves problems on the basis of past precedents; exercises judgment in interpreting guidelines and applicability; and ensures deadlines are met.

Employee plans and carries out various stages of a project by selecting and using approved methods and techniques as appropriate. Assignments are reviewed for quality and compliance with established policies and procedures.

### **KNOWLEDGE, SKILLS, ABILITIES**

Knowledge of and the ability to interpret accreditation standards.

Ability to coordinate organization-wide clinical activities.

Knowledge of the principles for effective supervision.

Knowledge of dental clinic policies and protocol.

Knowledge of sanitation and communicable disease control.

Knowledge of dental care provider operating techniques.

Ability to effectively deal with the public, co-workers, and supervisors, which includes communicating effectively both verbally and in written form.

Ability to meet and deal with a variety of individuals and groups in an effective manner using tact and diplomacy.

Ability to work with the Native American population and/or low income populations.

Ability to communicate effectively orally and in writing.

Management skills in policy formulation, program development, staff direction and training, and development of organizational plans, and the effective accomplishment of programs.

Ability to compile information to aid clients in carrying out treatment objectives.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess and maintain a state license as Dentist. *For out of state applicants; Oregon Licensure required within 120 days of hire. (Must submit copy of Licensure with application.)*
- **REQUIRED** Two (2) years of professional dentistry experience and/or training; **OR** superior academic ability defined as that demonstrated by an intern, who on the basis of an evaluation of all interns who have completed training in the same hospital or in the same kind of internship program over the past five (5) years, would fall into the upper half of the group.
- **REQUIRED** to acquire and maintain BLS certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
- **REQUIRED** to be free from exclusion from providing Federal health care benefits including Medicare and Medicaid as per the Federal OIG and GSA exclusion lists.

**Preferred Qualifications:**

- Demonstrated supervisory experience preferred.
- Experience working with Native American populations and/or low income clients preferred.

**Indian Preference:**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit an INDIAN HEALTH SERVICE ***Application for Medical Staff Appointment and/or Privileges with*** all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services  
 ATTN: Human Resource  
 3949 South 6<sup>th</sup> Street  
 Klamath Falls, OR 97603**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.