

# Klamath Health Partnership

## Job Description and Responsibilities



### Position: Dental Director

**Salary Range:** TBD  
**Status:** Regular, Full-time Exempt  
**Reports to:** Chief Executive Officer  
**Location:** Klamath Open Door

Under the direction of the Chief Executive Officer, the Dental Director is the lead clinician in charge of all aspects of Dental patient care services provided by KHP, Inc. The Dental Director will monitor clinical performance to ensure dental services and operations are following all applicable regulatory and licensing agencies in partnership with the Quality Assurance Committee. As a member of the Leadership team, the Dental Director is responsible for reviewing and developing Clinical protocols, compliance measures, provider workflow planning and assisting with provider scheduling. The position serves as coach/mentor/trainer to staff providers, giving guidance in best practices, troubleshooting of dental services and operations issues in priority of urgency according to KHP policy and FQHC standards.

The Dental Director oversees functioning of primary and preventive oral healthcare services, including the provider group, in order to increase access to quality care and improve the health status of low-income, uninsured and vulnerable residents of Klamath County and others who have difficulty accessing care. Actively supports the mission of the health center in the community. Acts as liaison between the providers and others involved with the clinic, as well as the broader health care community, in behalf of health center, its CEO, and Board.

### DUTIES AND RESPONSIBILITIES

- Actively participates in regular meetings with management staff, representing the providers and other Clinical Services staff.
- Participates in discussions and problem-solving regarding revenue generation, budget and financial planning, strategic planning, organizational systems, patient satisfaction, personnel policies, salaries and benefits, contract provisions and expansion or reduction of staff, facility or services, as these relate to medical program concerns.
- Oversees the Dental Department; reviews and updates clinical policies and procedures, reviews incident reports; coordinates clinical Continuous Quality Improvement (CQI) and clinical measures.
- Directly supervises provider group, documents annual performance evaluations and other timely feedback to staff.
- Convenes, facilitates, and documents regular provider meetings and oversees appropriate follow up of their content.
- Prepares and presents monthly report to the Board of Directors.
- Orients, arranges for appropriate clinical supervision and evaluation of new providers, locum tenens providers and health care professionals in training.
- Oversees dental program accreditation/certification application and compliance.

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- Represents the clinic at local, state, regional and national meetings by mutual agreement with the CEO and the provider group.
- Acts as liaison regarding clinical issues for the staff with Region X, US Public Health Service and National Health Service Corps and other groups and agencies, if appropriate.
- In absence of the CEO, the Dental Director is granted the executive authority to hire and terminate employees based upon applicable Clinic Policies and Procedures as well as state and federal law. All major personnel, financial and safety issues must be discussed, reviewed and decided upon by a majority of the Senior Leadership Team. Performs the essential duties and responsibilities of a Dentist.

### **EDUCATION AND EXPERIENCE:**

1. Graduation from an accredited school of dentistry is required.
2. Prefer three (3) years of experience within a primary health care environment, preferably in medically needy and underserved communities and in a community health center setting.

### **QUALIFICATIONS:**

1. Current, valid dental license to practice medicine in the State of Oregon, including DEA license and ACLS/PALS required.
2. Current, relevant, and substantial knowledge of areas related to health center licensing and operations, e.g., legal/regulatory, administrative, policy, protocols, and other clinical issues, especially within a FQHC environment, required.
3. Demonstrated ability to work effectively independently and as part of a team, in collaborative settings, required.
4. Understands and is committed to maintaining highest level of confidentiality.
5. Demonstrated ability to provide leadership to staff and to build the trust and respect of patients, staff, colleagues, external contacts, and other Leadership team members.
6. Ability to motivate staff; promote team building; assume leadership role within clinical arena.
7. Sensitivity to needs of culturally diverse patient and employee population.
8. Willingness and ability to work some evenings and weekends, as needed.