

JOB TITLE: DENTIST
DEPARTMENT: Dental Department
LOCATION: Dental Clinics
REPORTS TO: Chief Dental Officer
SALARY RANGE: Salary range is based on experience and education
TRAVEL: Occasional travel is required to participate in seminars, in-services, workshops, and meetings at other sites. As ACCESS Family Care expands our territories, this individual will travel occasionally to new worksites.

WORK HOURS: 8:00AM TO 5:00PM Monday, Wednesday, Thursday, and Friday and 8:00AM to 7:00PM Tuesday. One hour off for lunch each day. Additional hours are required as needed.

CLASSIFICATION: Exempt Non-Exempt/Hourly
EXPOSURE RISK: High Risk Moderate Risk Low Risk

SUMMARY OF POSITION:

Our dental clinic is searching for a skilled and experienced Dentist with excellent communication skills to join our team. The ideal candidate for this position has worked with patients of all ages, is proficient in performing regular checkups and complex dental procedures and is committed to the highest quality of patient care.

REQUIRED SKILLS AND ABILITIES:

The individual in this position must possess a valid license to practice family practice dentistry in the State of Missouri.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains a positive presence at all Access Family Care medical and dental clinics.
- Works cooperatively with Access Family Care practitioners and support personnel to carry out the goals and objectives of Access Family Care according to established policies and procedures.
- Assists in departmental activities that implement the organizations policies.
- Implements programs that satisfy corporate goals and objectives.
- Participates in ongoing compliance monitoring activities i.e., review of patient charts, review of customer satisfaction surveys, etc., in coordination with the company's other compliance and operational assessment functions.
- Follows operating policies consistent with the Chief Executive Officer's broad policies and objectives and ensures their execution.
- Ensures that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.
- Oversees office activities to ensure work is done efficiently and effectively.
- Collaborates with other departments (for example, Human Resources, Chief Security Officer, Chief Operations Officer, and so on) to direct compliance issues to appropriate existing channels for investigation and resolution.
- Participates and responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures.
- Other duties may be assigned pursuant to the success of Access Family Care.

SERVANT LEADERSHIP

- Consistently exemplifies ACCESS Family Care's Core Values (C.A.R.E.) with patients and coworkers: Compassion, Access, Respect, and Excellence.
- Exemplifies Servant Leadership Qualities: Trusted Servant, Humility, Forgiveness, Patience, Trustworthy

EMPLOYEE PARTICIPATION/TEAM EFFORT

- Works cooperatively with all staff members; serving each other while promoting a team effort and positive presence at all sites.
- Assists in the recruitment, orientation, and training of new Team members.

- Demonstrates flexibility to perform other duties, within the health center, wherever situation deems it necessary. Responsive to changing work requirements. Consistently demonstrates ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary.
- Participates in community outreach.
- Initiates internal Event Report form as required, supporting continuous quality improvement throughout Access Family Care.

PROBLEM SOLVING

- Demonstrates good judgment by taking appropriate actions regarding questionable concerns.
- Follows proper reporting procedures and processes for actual or potential accidents and/or incidents so follow up and/or prevention can occur.
- Records/reports the need for service maintenance or repair of equipment and removes any faulty equipment from service.
- Reports needs to appropriate management.
- Manages conflict in an appropriate and professional manner, resolving issues at the lowest level possible, and following chain of command when necessary to resolve customer issues or complaints.

PRODUCTIVITY/EFFICIENCY

- Maintains a clean and organized work area.
- Responsive to changing work requirements. Consistently demonstrates ability to respond to changing situations in a flexible manner.
- Minimizes non-productive time and fills slow periods with education, organizing, assisting others, or housekeeping duties.
- Organizes work areas to be able to effectively complete varied assignments within established time frames.
- Consistently evaluates work and determines if further steps are needed to meet internal and external customer expectations.
- Takes initiative to redo inadequate or incomplete work.
- Meets or exceeds attendance guidelines and consistently starts work on time.
- Assures accuracy, thoroughness, and reliability of results for the job. Takes ownership for mistakes.
- Attends (or has an excused absence) for all mandatory in-services i.e., safety/health fairs, employee meetings, and specific departmental in-services.

CUSTOMER SERVICE

- Consistently demonstrates a commitment to Access Family Care's Mission, to Serve the Underserved.
- Follows dress code and appears professional while on duty.
- Provides high quality customer services to internal and external customers.
- Retrieves and responds to voice messages timely.
- Greets everyone with friendliness and respect and resolves problems to the best of their ability or refers customers cordially to management.
- Answers and manages telephone calls with pleasant telephone etiquette.
- Consistently demonstrates Core Values: Compassion, Access, Respect, and Excellence.

SAFETY AND SECURITY

- Complies with ACCESS Family Care's Policies and Procedures.
- Continuously applies security measures to protect and maintain privacy of employee and patient information at all times.
- Maintains CPR Certification
- Observes safety and security procedures and uses equipment and materials properly.
- Responds quickly and appropriately to all drills and codes conducted by management staff.
- Reports unsafe working conditions in timely manner to management.

- Adheres to program guidelines, policies and procedures, and reports all work related incidents/accidents timely to appropriate management and Human Resources.
- Participates in safety in-services.
- Follows proper reporting procedures for actual or potential incidents so follow up and or prevention can occur.

MISSION

Ozark Tri County Health Care dba ACCESS Family Care is committed to improving the health of the medically underserved of greater southwest Missouri, through direct services and collaborative efforts.

CORE VALUES

COMPASSION: We demonstrate **compassion** for our patients by being sensitive to their socio-economic status and ethnic diversity by providing the healthcare they need through the best and most efficient delivery methods which includes the chronic care model.

ACCESS: We create **access** to primary dental and medical healthcare by seeing patients with or without insurance or who have Medicare or Medicaid. We offer sliding fee discounts for those who qualify financially.

RESPECT: We **respect** our patients. No matter what their background or circumstance, we provide the services they need with equal respect. We as staff respect one another as we diligently serve our patients as servant-leaders.

Excellence: We seek **excellence** in all we do. We are committed to continuous improvement through review, evaluation, and a performance improvement program that involves all levels of leadership.

I _____ acknowledge receipt of the job description for the position of: _____. My supervisor has reviewed my job description with me and explained the importance of ACCESS Family Care’s Mission and Core Values.

I was given an opportunity to ask questions and discuss this position description with my supervisor. I understand that as an employee of Access Family Care, I am expected to demonstrate my ability to perform my position satisfactorily as I continuously strive to demonstrate the Core Values of ACCESS Family Care, help build a great team, and serve the underserved.

Date _____ Employee Signature _____

Date _____ Supervisor’s Signature _____

JOB TITLE: Dentist

WORKING ENVIRONMENT & PHYSICAL REQUIREMENTS:

The individual in this position will have mobility within the Clinics. The work environment is considered a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals. Typical working hours are from 8:00am to 5:00pm, Monday through Friday, with one hour off for lunch each day. Occasional travel is required to participate in seminars, in-services, workshops, and meeting at other work-sites. As ACCESS Family Care expands our territories, this individual will travel occasionally to new worksites. While performing the duties of this position the employee is required to stand, sit, walk, use hands and fingers, handle or feel, reach with hands and arms, kneel, crouch, talk, and hear.

BASIC PHYSICAL REQUIREMENTS:

	Continuous 67 – 100%	Frequently 34 – 66%	Occasionally 11 – 33%	Seldom 1 – 10%	Restricted 0%	Description
Sitting/driving	X					
Standing			X			

Walking			x			
MOBILITY						
Lifting			x			
Bending			x			Frequently bending,
Squatting			x			squatting, kneeling, and
Reaching			x			reaching to get into files
Kneeling			x			
Pushing				x		
Pulling				x		
LIFTING						
0 – 10lbs		x				
11 – 25 lbs			x			
26 – 50 lbs			x			
51 – 75 lbs				x		Ask for assistance
76 – 100 lbs					x	Ask for assistance
100+ lbs					x	Ask for assistance
CARRYING WEIGHTS						
0 – 10 lbs		x				
11 – 25 lbs			x			
26 – 50 lbs				x		
51 – 75 lbs					x	Ask for assistance
76 – 100 lbs					x	Ask for assistance
100+ lbs					x	Ask for assistance
REPETITIVE MOTION	RIGHT	HAND	LEFT	HAND		
Dexterity	[x] Yes	[] No	[x] Yes	[] No		
Grasping	[x] Yes	[] No	[x] Yes	[] No		
Writing	[x] Yes	[] No	[x] Yes	[] No		
Typing	[x] Yes	[] No	[x] Yes	[] No		

I have reviewed the physical requirements for this position with my supervisor, and I was given an opportunity to discuss any questions. I attest I am able to perform all functions identified for this position without accommodation.

Date

Employee Signature

Date

Supervisor's Signature