



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •



## *Human Resources Department*

PO Box 279 La Push, WA 98350

(360) 374-4366/4367 Fax (360) 374-4368

### **JOB ANNOUNCEMENT**

**TITLE:** DENTAL DIRECTOR  
**Supervisor:** Quileute Health Director  
**Salary:** DOE/Q  
**Opens:** February 25, 2019  
**Closes:** March 1, 2019

#### **POSITION SUMMARY:**

Under the Supervision of the Health Director, the Dental Director is responsible for the day-to-day operations of the dental program, to include: implementing programmatic and administrative policies and procedures that attain program goals and objectives and are aligned with industry standards, assures high quality dental care is administered, seeks and implements continuous quality improvement initiatives, and maintains an active patient case load. The Dental Director will work with health administration to develop and oversee the dental program budget to assure expenses are aligned with the annual budget. The Dental Director will supervise all dental staff and contracted dental providers.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides direct patient care to dental patients.
- Maintains and enhances the highest standards of dental health care delivery to all patients which includes establishing, monitoring, evaluating and revising the dental program's continuous quality improvement activities.
- Reviews relevant patient complaints and satisfaction surveys as assigned and will respond in a timely manner.
- Ensures all health care services are provided in the most cost effective and efficient manner.
- Oversees, monitors, and updates the dental policies and procedures regularly and assures staff are trained.
- Assists in the development of data, statistics and performance outcomes and measures.
- Oversight of the credentialing and recredentialing of dental staff.
- Assists in recruiting, hiring and evaluating the professional conduct, practices and development of dental staff.
- Coordinates with clinic and other community providers to ensure delivery of comprehensive dental care services.
- Participates in the development of the dental program budget and works with health administration to assure expenses are aligned with approved costs.
- Oversees dental program generated funds and assures the QHC is maximizing billing income potential and meeting benchmarks.
- Participates in strategic planning and other service delivery initiatives as assigned.
- Arranges and conduct regular meetings with program staff to promote efficient and effective communication.

- Advocates for and serves as a liaison to local and state collaboratives.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Comprehensive knowledge of Federal, State and Tribal policies and procedures, regulations and statutes governing the operation of Quileute Health Center Dental Program.
- Knowledge of HIPAA and other laws governing protected health information.
- Comprehensive knowledge of laws, ordinances, rules, and regulations affecting chart audits and review of patient charts and discuss findings with the treating dentist.
- Comprehensive knowledge OSHA audit compliance for dental treatment apparatuses and facility.
- Ability to establish and maintain an effective working relationship with the Quileute Tribal members and various levels of tribal government associates.
- Comprehensive knowledge of principles and practices of team building to create team environment that fosters partnership, innovation and continuous process improvement.
- Strong facilitation and leadership skills.
- Demonstrated experience in planning and development of dental care delivery mechanisms, strategies, standards and goals.
- Ability to explain complicated patient dental plans in lay terms to patients.
- Ability to foster and increase staff educational and learning that will enhance professional development.
- Must possess a valid Washington State Driver's License and proof of insurance.

#### **MINIMUM QUALIFICATIONS:**

- Must have a Graduate degree from an accredited U.S. Dental School. (transcripts shall accompany application)
- Three (3) years of clinical dental experience (preferably in Indian Health or community clinic setting); two (2) years of post-graduate practice experience preferred.
- Must have a Washington State dental license.
- Enrolled and/or eligible as a Medicaid or other third-party insurance provider.
- Must have experience working with medically underserved populations.
- A valid Washington driver's license and eligible to be added to Tribe's vehicle insurance.
- Must pass a drug and background test.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

Indian preference will apply. The Quileute Tribe will give hiring preferences to fully qualified Quileute Tribal applicants, then a qualified Native American/Alaskan Native and lastly, other qualified candidates. The Quileute Tribe is an equal opportunity and Affirmative Action Employer. **In order to attain consideration for Tribal member/Native American preference, applicant must submit a copy of Tribal Enrollment card or CIB which indicates enrollment in a Federally Recognized Native American Tribe**

**HOW TO APPLY:**

**Please submit a resume and The Quileute Tribe application to the following address:**

The Quileute Tribe  
Ms. Gina Gonzales-Leva, HR Director  
Department of Human Resources  
P.O. Box 279  
La Push, Washington 98350

**EXCEPT AS PROVIDED BY THE INDIAN PREFERENCE ACT (TITLE 25 U.S. CODE SECTIONS 472 & 473), The Quileute Tribe does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.**