



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**

PO Box 279 La Push, WA 98350

(360) 374-4366/4367/2175 Fax (360) 374-4368



## JOB ANNOUNCEMENT

TITLE: **Dentist**  
Supervisor: **Dental Director**  
Salary: **DOE/Q**  
Opens:

### POSITION SUMMARY:

Under the Supervision of the Dental Director, the Dentist is responsible for providing direct patient care as well as instruction for patients in preventive care and after care. This is a part-time position.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Regularly perform a full-range of professional dental services, including: oral and radiographic examination, diagnosis of oral pathology, restoration of cavities, administering local anesthesia, relatively uncomplicated multiple teeth extraction, pulp canal therapy, treating mouth and gum infections, recognizing systemic disease and referring these cases for medical diagnosis and occasional difficult oral surgery. Crown and bridge prosthesis and full denture fabrication will be performed on a limited basis as time and funds allow.
- Appropriately consults with dental specialists in managing complex cases, providing postoperative or follow-up care when necessary, and adequately documenting all referrals and treatment in patient's chart.
- In the absence of the Director, oversee all aspect of the physical operation of the dental program
- Ensures all dental services are provided in the most cost effective and efficient manner.
- Participates in the development of the dental program budget and works with health administration to assure expenses are aligned with approved costs.
- Participates in strategic planning and other service delivery initiatives as assigned.
- 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.
- Consistently maintain clinic patient charts in an appropriate, timely, and complete manner such that dental chart audits can be performed.
- 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)
- Prefer three (3) years of clinical dental experience (preferably in Indian Health or community clinic setting).
- Must have a Washington State dental license.
- Enrolled and/or eligible as a Medicaid or other third-party insurance provider.
- Prefer experience working with medically underserved populations.
- A valid Washington driver's license and eligible to be added to Tribe's vehicle insurance.
- Current BLS certification
- 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 cover letter, resume, and The Quileute Tribe application to the following address:**

The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350  
hr@quileutenation.org

**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.**