



**Quileute Tribal Council**

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Dentist

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (**REQUIRED**)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **Dentist**  
Supervisor: Health Director  
Location: Quileute Health Center  
Work Info: 32 Hrs/Week (M-TH)  
Salary: \$100.00 - \$160.00 per hour

**POSITION SUMMARY:**

The Dentist will render dental treatment, manage their staff, and help operate and promote the dental program. The dentist is responsible for providing dental care services to eligible Quileute Dental Clinic patients.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- 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 extractions; 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.
- Develop and implement thorough dental care plans; instruct and counsel patients; document patient progress per standards.
- Appropriately consult 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.
- Oversee all aspect of the physical operation of the dental program.
- Advise Health Center Director on dental health issues/concerns effecting patient care.
- Increase third party revenue through patient care, proper documentation, planning and management of dental clinic resources.
- 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.

**SKILLS, KNOWLEDGE AND ABILITIES**

- Skilled in using various software programs such as Microsoft Office and electronic health records.
- Knowledge of sanitation and communicable disease control
- 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 governing associates.

- Comprehensive knowledge of principles and practices of team building to create team environment that fosters partnership, innovation and continuous process improvement.
- Demonstrated experience in planning and development of dental care delivery mechanism, 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.

#### **WORK ENVIRONMENT:**

- Clinical setting

#### **PHYSICAL DEMANDS:**

- Sitting
- Lifting up to 50lbs.
- Bending/stooping, crouching, twisting, reaching
- Operating equipment, tools, foot controls, etc.
- Requires sufficient hand-eye-arm coordination to operate a variety of dental and general office equipment
- Requires visual acuity to read words and numbers
- Requires auditory ability to carry on conversations over the phone, video conferencing, and in person

#### **SUPERVISORY RESPONSIBILITY:**

- Yes

#### **QUALIFICATIONS:**

##### **Required Qualifications:**

- Must have a DDS or DMD degree from an accredited U.S. school of dentistry (transcripts shall accompany application)
- Must have a Washington State dental license (submit copy with application.) Will consider out of state applicants who will be required to obtain WA State license within 120 days of hire.
- Enrolled and/or eligible as a Medicaid or other third-party insurance provider.
- A valid Washington Driver's license and eligible to be added to a Tribe's vehicle insurance.
- Current BLS certification.
- Required to be free from exclusion from providing Federal health care benefits including Medicare and Medicaid as per the Federal PIG and GSA exclusion lists.
- Must pass a drug and background test.

##### **Preferred Qualifications:**

- Prefer three (3) years of clinical dental experience (preferably in Indian Health or community clinic setting).
- Prefer experience working with medically underserved populations.

## **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill 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.

**Special Requirements:** Must have and retain a valid Washington State Driver's License; please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

## **HOW TO APPLY**

Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

### **Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (**REQUIRED**)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***