

COUNTY OF SOLANO

DENTIST MANAGER

DEFINITION

Organizes and manages a Countywide dental health program for the Solano County Health and Welfare Department; assists in the administrative and professional direction of the dental Services within the County; provides professional dental services in the County clinic; serves as a Member of the division's management/supervisory team.

CLASS CHARACTERISTICS

This is a single position class with primary responsibility for managing County dental services and providing dental care for those patients seeking dental care from the Solano County Health and Welfare Department. The incumbent performs all dental procedures except the most complicated oral surgery procedures and serves as a consultant in dentistry for patients in the County correctional system with medico-dental problems. This class is distinguished from the Physician Manager in that the latter is responsible for managing all medical services provided by the Primary Care Clinic and within the County correctional facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Director/Health Officer.

Exercises supervision over subordinate supervisors and staff dentists.

EXAMPLES OF DUTIES – *Duties may include but are not limited to the following:*

Plans, organizes and manages the dental services of the Institutional Medical Services and the Primary Care Clinics, and other dental services as directed; evaluates programs and makes recommendations for changes to increase effectiveness and contain costs; supervises the work of contract dentists.

Provides professional dental care for clinic patients; performs oral examinations and evaluations using x-ray and other special equipment as required; performs restorations, prophylactic procedures and oral surgery; treats oral and soft tissue diseases; takes impressions, orders dentures and fits and adjusts dentures.

Refers patients for difficult or complex oral surgery; refers patients that require medical attention to the appropriate staff physician; obtains consultative services of an orthodontist when required.

Instructs patients, nurses, clinic assistants, and dental assistants in oral hygiene, dental care, and dental procedures.

Acts as a resource in providing information to County departments on the scope and degree of dental service the County can provide, assists in deciding the priority of dental care for various groups of patients and in the distribution of County funds for prosthetic cases.

Coordinates service delivery with other divisions to maximize/facilitate program effectiveness; actively participates in administrative planning; assists in the development of departmental programs and policies by planning and implementing changes in dental services; may submit grants and proposals for funding and oversee implementation; may be assigned additional management and supervisory responsibilities.

Interprets and implements local, state, and federal regulations, laws and recommendations pertaining to outpatient dental health care facilities.

Cooperates with the coroner's office/law enforcement agencies in interpreting dental evidence as needed (forensic odontological evidence).

Performs all needed care on juveniles whose guardians are covered by an aide program and informs responsible guardians of dental care which must be given to juveniles through private dentists.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of modern dentistry, preventative dentistry and public health.

Oral medicine, oral pathology, oral surgery, pharmacology and general principles of medicine.

Socio-economic and psycho-social factors affecting the wellness and treatment of public health and institutionalized patients, and other high risk populations, including women, infants, children and adolescents.

Laws affecting the delivery of dental services in outpatient and institutional environment.

Clinical and public health program planning and administration.

Principles and practices of supervision, dental health care resource management, public health programs, and services.

Local County government organization.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers as well as dentistry instruments and equipment.

Ability to:

Assess, diagnose and treat dental illness; manage dental services.

Provide direction to dentists and other health care staff.

Act fairly as a client protagonist in making and reviewing dental/medical decisions.

Plan and manage dental clinic services.

Administer and evaluate the effectiveness of dental services; in concert with superiors, coordinate services with representatives of other departments including those involved in social services and the criminal/juvenile justice system.

Communicate effectively both verbally and in writing.

Establish and maintain cooperative working relationships; demonstrate tact, diplomacy, patience and compassion.

Secure cooperation and teamwork among professional and/or support staff.

Maintain confidentiality of information.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Two years experience in the practice of dentistry in a public agency or private practice.

Education/Training:

A Doctoral degree, from an accredited college or university, in Dentistry is required.

SPECIAL REQUIREMENTS

Possession of a valid and unrestricted license to practice dentistry in the State of California issued by the Board of Dental Examiners.

Possession of, or ability to obtain, a valid Class C California Driver's License may be required.

SUPPLEMENTAL INFORMATION

Independent travel will be required.

Candidates for employment must as a condition of employment sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

Incumbent must be able to work in a clinical environment which may include exposure to communicable disease.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a moderate risk of moderate injury or illness.

Director of Human Resources

Established Date: July 1992

Revised Date: February 2003

BOS Date: June 30, 2003

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