



DENTIST

CHARACTERISTICS OF WORK:

Under the general direction of an administrative director, the incumbent provides professional dental services and administrative duties in general or specific health activities for hospitals, public or mental health, institutional, rehabilitation, or various health related agencies; performs related duties as assigned.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Assess and monitors oral health care needs of the target population to guide program decision making.

Performs caries risk assessment and clinical examinations.

Reviews dental and medical histories.

Performs radiographs.

Performs biopsies.

Refers patients to specialists for diagnosis.

Performs dental restorations using clinically indicated materials.

Prescribes and uses appropriate medications.

Surgically removes oral lesions.

Extracts teeth by simple extraction or surgical extraction.

Performs periodontal surgery.

Performs root canal therapy.

Refers patients to appropriate specialist for treatment.

Places dental sealants.

Instructs patients and care-giving staff on oral hygiene and oral disease prevention strategies.

Performs nutritional counseling for control of dental disease.

Counsels patients about tobacco use for control and prevention of oral disease.

Monitors each patient for risk and susceptibility to oral disease and implements re-care as needed.

Implements evidence-based interventions and conduct program evaluations to ensure ongoing feedback and program effectiveness.

Ensures self-competency and competency of each staff in their area of training.

Ensures proper documentation of treatment by each dental staff member.

Ensures compliance of each dental staff member with facility-required training and in-services.

Ensures each dental staff member maintains appropriate licensure and follows policies and procedures.

Completes annual performance appraisals and other documents related to job performance.

Validates employee's work schedule.

Supervises dental scaling and prophylaxis performed by dental hygienists.

Documents treatment according to the policies and procedures of facility.

Supervises the purchasing of necessary supplies to operate the dental clinic within the budget.

Participates in the medical staff of the facility and any other committees as required by the facility.

Maintains dental license, DEA number and required continuing dental education as specified by the facility and State Dental Board.

Performs related or similar duties as required or assigned.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others.

Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality. Obtains consultation and interpretation to aid in the resolution of specific ethical dilemmas.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work. Meets deadlines. Work product is of a high quality. Follows through on assigned tasks until they are completed correctly. Takes ownership of tasks and duties.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meet and/or exceed the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers. Obtains first-hand customer information and uses it to improve projects and/or services.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward for state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourage and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit. Works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates, adapts, and copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross-cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict issues. Encourages others through positive reinforcement. Expresses facts and ideas both verbally and in writing in a clear, convincing and organized manner, helping others translate vision into action. Models appropriate behavior. Recognizes and develops potential in others; mentors. Builds constructive and effective relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives nonverbal cues, such as body language in ways that are appropriate to listeners and situations.

Takes into account the audience and nature of the information. Listens to others and responds appropriately.

May make oral presentations. Communicates ideas, suggestions and concerns as well as outcomes and progress throughout the course of an activity. Provides thorough and accurate information. Can accurately restate the opinions of others even when he/she disagrees.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills. Uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas. Is committed to and actively works to continuously improve himself/herself.

TECHNICAL COMPETENCIES

Technical Proficiency: The ability and willingness to exhibit competency in the technical areas needed to do a specific job.

Reads, comprehends and correctly applies all rules, regulations, and policies applicable to work assignments. Performs work with a minimum amount of supervision in areas that are familiar. Demonstrates a sound working understanding of all dental department policies and procedures, specifically those related to developmentally disable patients. Proactively educates him/herself in connection with evidence-based interventions and scientific advances in the field of dentistry. Understands and effectively applies the standards of Joint Commission. Effectively performs advanced oral surgery and restorative dental procedures on patients with neurodevelopmental/intellectual disability (ND/ID). Knows how to effectively coordinate and adjust the treatment of patients due to psychopharmacology and behavior modification. Demonstrates the ability to work effectively with different medical and administrative departments to record and coordinate care. Maintains accurate dental records. Maintains accurate supply inventories.

Workflow Management: The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Operates under specific time constraints and within specified deadlines. Effectively prioritizes tasks in order to meet deadlines. Works on appropriate priorities to get the job done. Communicates effectively with dental auxiliaries, dental laboratory technicians, and other healthcare providers to ensure proper treatment for individuals receiving services. Effectively organizes clinic appointments for institutions and group homes. Conducts follow-up oral health treatments in an efficient and timely manner. Develops effective behavioral techniques to reduce fear and enable the appropriate treatment of patients with disabilities. Effectively coordinates with other medical departments to schedule and treat patients with physical or neurodevelopmental/intellectual disability (ND/ID).

Problem Solving/Decision Making: The ability and willingness to cooperate with other employees in identifying and solving problems in order to effectively and efficiently complete assigned tasks.

Exhibits ability to identify and address issues. Ensures that all problems encountered are addressed at the appropriate level and communicates all relevant information on a timely basis with accuracy and completeness. Exercises sound reasoning. Displays the ability and willingness to work with other offices or other divisions in order to collectively complete assigned tasks or problems as that arise.

Conducts professional and effective dental consultations. Knows how to accurately identify and evaluate a patient's chief complaint and corresponding pain level. Knows when and how to appropriately modify a patient's treatment plan. Follows proper procedures when applying behavioral techniques. Collects accurate data when establishing risk assessments for use and development of treatment plans. Demonstrates the ability and willingness to develop and/or apply creative dental care treatment solutions. Collaborates effectively with staff from other departments/divisions (e.g., medical, psychology) to solve difficult psychopharmacological problems

Stakeholder Relations: The ability and willingness to interact and communicate effectively with stakeholders.

Proactively provides stakeholders with proper information in an effort to reduce occurrences of future problems. Supports the agency mission and goals in all interactions with internal and external stakeholders. Acts as an advocate for agency policy. Regularly attends leadership meetings. Serves as an effective liaison to medical and other departments to promote oral health. Actively participates in professional conferences, both local and statewide. Fosters effective communication with patients' families regarding proper long-term treatment and care. Actively participates in the development of new, perhaps more effective, treatment policies and procedures. Collaborates effectively with outside organizations (e.g., Mississippi Dental Association) to promote developmentally disabled individuals. Effectively lectures student nurses, assistants, and hygienists.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Identifies target population needs and diagnoses diseases involving the hard and soft tissues of the oral cavity.
2. Treats diseases involving the hard and soft tissues of the oral cavity.
3. Prevents dental diseases.
4. Supervises dental assistants, dental hygienists, and other dental department staff.
5. Plans and conducts program evaluations to ensure ongoing feedback and program effectiveness.
6. Performs administrative duties as required.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

PHYSICAL REQUIREMENTS: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis.

Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Degree from a school of dentistry. (DDS or DMD)

AND

Certification, Licensure, and/or Registration:

Licensed to practice dentistry in the State of Mississippi.

Registration number from the DEA.

Required Documentation:

Applicant must attach a copy of his/her permanent license, copy of his/her degree, and DEA registration to practice dentistry in the State of Mississippi.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

Additional essential functions and behavioral anchors may be identified and included by the hiring agency.