ST. DAVID'S FOUNDATION
JOB DESCRIPTION

JOB TITLE: **Lead Dentist**

REPORTS TO: Clinical Director

JOB PURPOSE

The Lead Dentist is responsible for providing management and oversight for the daily operations of a regional clinical team, to include Dental Assistants, a Dental Hygienist, and Staff Dentists. The regional clinical team provides a range of clinical and administrative services, and the Lead Dentist works closely with the Clinical Director on all clinical matters. The performance of the Lead Dentist is evaluated by the Clinical Director.

DENTAL PROGRAM

The primary focus of the St. David's Dental Program is dental services for indigent children at Title 1 elementary schools in Central Texas who may not receive any dental care except on the St. David's dental vans. The St. David's Dental Program provides dental services at Title 1 schools eight hours per day, five days per week during the school year, so that the Dental Program can reach as many children as possible. Each dental van is staffed by professionals who operate full-time as a team, in order to maximize the number of children served and achieve optimal operational efficiencies. Because the delivery model is key to reaching as many children as possible, St. David's Clinical staff must work five days per week and 40 hours per week.

RESPONSIBILITIES

General

1. Provide day-to-day supervision of regional clinical team staff.
2. Supervise patient administration and records management for regional team sites.
3. Coordinate and implement an efficient strategy with the site assistant for patient treatment at assigned regional team sites.
4. Ensure the most efficient daily delivery of patient services at assigned regional team sites in a safe and caring environment for all patients.
5. Provide all of the general and clinical services and duties of a Staff Dentist.

Clinical Services

1. Communicate with school or site staff directly as needed to improve the strategy for patient care at assigned regional team site.
2. Set goals related to patient care and completion of schools to ensure smooth program operations.
3. Report dental equipment concerns to the Fleet Manager.

4. Participate in decision-making and provide recommendations on clinical policies and procedures related to clinical services.
5. Participate in continuing education opportunities, to focus on, but not be limited to, developing leadership, management and communication skills.
6. Provide dental care with emphasis on culturally sensitive chair-side manner.
7. Provide appropriate dental care to patients according to established standards of care.
8. Treat emergency patients as needed.
9. Provide restorative dental care (i.e. primary teeth extractions).
10. Communicate directly with teachers and/or parents regarding questions or concerns about individual patient treatment.
11. Create an environment of respect and compassion for patients and staff.

Administration

1. Oversee patient flow to maximize the number of patients seen in the time available.
2. Manage administrative duties designated for Lead Dentists, to include providing clinical treatment, managing a team of six staff members, and overseeing van operations for two vans in an efficient manner to maximize time and resources of the Dental Program.
3. Provide oversight of the Dental Assistants' semi-monthly purchase and supply orders, and their control of van inventory.
4. Work closely with the Clinical Director and Data Analytics Team to focus on continuous program improvement, clinical care, and exceptional service to patients and their parents.
5. Review and submit regional team timesheets and related payroll materials, mileage forms, and other reimbursement requests to the Clinical Director.

Management Duties

1. Supervise and manage clinical staff of his/her assigned regional team.
2. Hire and train staff for assigned regional team, in collaboration with the Clinical Director.
3. Conduct performance management, evaluation and coaching for assigned regional team.
4. Guide goal-setting for assigned regional team, and participate in strategic planning for the Dental Program.
5. Conduct individual staff coaching meetings and administrative work during allotted administrative time.

Other

1. Working hours from 7:30 a.m. to 4:00 p.m., Monday through Friday, with a lunch break typically from 12:00 noon to 12:30 p.m.
2. Report absences, late arrivals, or early departures from the vans to the Clinical Director.
3. Maintain effective communication and working relationships with patients and their parents, school personnel, partner agencies, community dentists, and all Foundation staff.
4. Punctuality, open communication, and respect for co-workers and supervisors.
5. Attend and participate in Dental and Foundation-related meetings, as necessary.
6. Respect and promotion of St. David's Foundation core values.

Dress Code

1. Scrubs
2. Athletic/closed toed shoes
3. No visible tattoos

SKILLS AND COMPETENCIES

1. Superior verbal, interpersonal, written, and listening communication skills, with proven ability to communicate information diplomatically, concisely and professionally with internal and external audiences.
2. Exceptional service ethic and skills, including effective interactions, responsiveness, resourcefulness, and follow-through.
3. Ability to effectively manage both clinical and administrative duties in an efficient manner.
4. Demonstrated experience in working with sensitive information and ability to maintain confidentiality.
5. Demonstrated ability to collaborate and effectively participate in a multidisciplinary team environment.
6. Self-motivated and proactive, with demonstrated ability to exercise independent judgment and initiative on projects.
7. Skill in seeking solutions to complex problems.

REQUIRED QUALIFICATIONS

1. DDS or DMD degree from an accredited dental school.
2. Current license to practice dentistry in the State of Texas.
3. Minimum of four years of experience as a licensed Dentist.
4. Demonstrated experience and proficiency in preventive and restorative dental treatment procedures.
5. Demonstrated leadership skills and qualities.
6. Current Controlled Substances Registration Certification issued by the Drug Enforcement Administration.
7. Controlled Substances Registration Certification issued by the Texas Department of Public Safety.
8. Proficient in standard concepts, practices, and procedures within pediatric dentistry, including respectful and compassionate behavior management.
9. Have a passion for working with children and public health.
10. Willingness and ability to travel to multiple worksites within Travis, Williamson, and Hays counties.

PREFERRED QUALIFICATIONS

1. English/Spanish bilingual.
2. Minimum of two years of supervisory experience.
3. Proficiency in adult restorative dental treatment (i.e. adult extractions).

PHYSICAL REQUIREMENTS

1. Demonstrated fine motor skills ensuring the safe handling and transfer of dental instruments, equipment, and supplies.

2. Ability to lift or move boxes of dental supplies, with a maximum weight of 25 pounds.