

Dentist

Description of Work

The Dentist is responsible for treating pediatric dental patients and providing oral hygiene education to patients and families. Work is performed independently under the general direction of the Public Health Administrator IV and the Deputy Director of Clinical Services.

Typical Duties

**General Responsibilities**

- Provides dental care to uninsured or underinsured children under the age of 20 years.
- Contributes to the development of dental program goals and objectives.
- Diagnoses and treats dental issues including; examine teeth, gums, and jaw, take x-rays and other diagnostic tests, identify tooth decay and cavities, and diagnose and treat mouth disease.
- Educates parents and families; teach patients about oral health, flossing, brushing, and fluoride use, provide instruction on how to care for teeth and gums, help patients develop better hygiene regimens, and discuss dietary concerns.
- Performs procedures; prepares patients for treatment, prescribes antibiotics, removes decay and fill cavities, repairs damaged teeth, extracts primary teeth, places sealants, and fluoride varnish.
- Maintains clinical records.
- Refers patients to specialists.
- Manages community dental programs such as the sealants program and fluoride varnish in schools and day cares and prepares preventative dental health activities.
- Oversees and Assesses the work of dental hygienists, dental assistants, and dental clerks.
- Ensures infection controls measures are met in the clinics.

Knowledge, Skills & Abilities

**Knowledge (of)**

- Use of Microsoft Office programs including Access, Word, PowerPoint, and Excel and other database programs.
- The principles, practices and current developments in the field of dental public health.
- The principles of management and supervision.

**Skills**

- Dentistry
- Dental Public Health
- Dental Care
- Dental Education
- Dental Prophylaxis
- Dental Products
- Interpersonal Communication
- Team Leadership



- Microsoft Office
- Public Health

**Abilities (to)**

- Represent ideas effectively, concisely and accurately, both orally and in writing and present themselves in a professional manner.
- Participate in the Pennsylvania Department of Welfare Medicaid reimbursement program as a provider.
- Plan and direct the work of a staff of dental hygienists, dental assistants and clerical staff.
- Ability to establish and maintain effective working relationships with representatives of other divisions within the Health Department, outside agencies, community organizations and the public.
- Ability to travel to and from work locations to carry out the responsibilities of the position.
- Respond to public health emergencies.

**Minimum Experience and Training:**

- Graduation from an accredited school of dentistry
- Any equivalent combination of experience and training.

**License/Clearance Requirement:**

- Possession of a license to practice dentistry, as issued by the Pennsylvania State Dental Council and Examining Board.
- DEA license or signed waiver required.
- Obtain NPI, CAQH and EIN numbers at start of employment.
- PA Criminal Record Clearance; PA Child Abuse Clearance; and pass FBI background check required.

