

**CEDAR RIVERSIDE PEOPLE'S CENTER  
JOB DESCRIPTION**

**JOB TITLE:** Dentist

**DEPARTMENT:** Dental

**EXEMPT (Y/N)** Yes

**FTE/HRS:** 1.0

**REPORTS TO:** Chief Dental Officer

**REVISED:** 4/2011

**PREPARED BY:** Human Resources

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**POSITION PURPOSE:** Perform a variety of dental procedures to diagnoses and treat conditions of the mouth and teeth. General tasks include examining x-rays, filling cavities, repairing teeth, extracting teeth, molar root canals and dentures. Perform surgical procedures such as implants to replace missing teeth and tissue grafts to treat gum disease.

**QUALIFICATIONS:**

- Graduate from an accredited dental school
- Current Minnesota state dental license
- Minimum of two years fulltime experience as a general practice dentist

**CERTIFICATION/LICENSE:**

- Doctor of Dental Surgery (DDS) or Doctor of Medicinal Dentistry (DMD)
- Current CPR

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases and or deformities
- Knowledge of symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures
- Ability to use current dental software and dental instruments
- The ability to distinguish letters and symbols as well as the ability to utilize telephones, computer terminals and copiers is required

**PROFESSIONAL CONDUCT;**

- Exhibit ethical conduct befitting a Dentist
- Be respectful of patients and other clinic staff
- Conduct his/her behavior in accordance with the appropriate federal and state laws; and in accordance with the regulations of the State of Minnesota

**RESPONSIBILITIES:**

- Render appropriate, timely care to patients during their visit
- Document each patient interaction in chart completely and in a timely manner
- Submit coding for the visit and any procedures preformed
- Use masks, gloves and safety glasses to protect themselves and their patients from infectious disease
- Administer appropriate anesthetics to limit the amount of pain experienced by patients during procedures

- Examine teeth, gums, and related tissues, using dental instruments, x-ray and other diagnostic equipment, to evaluate dental health, diagnose diseases or abnormalities, and plan appropriate treatments
- Formulate plan of treatment for patient's teeth and mouth tissue
- Use air turbine and hand instruments, dental appliances and surgical implements
- Advise and instruct patients regarding preventive dental care, the causes and treatment of dental problems, and oral health care services.
- Design, make and fit prosthodontic appliances such as space maintainers, bridges and dentures or write fabrication instructions or prescriptions for dental technicians
- Diagnose and treat diseases, injuries and malformations of teeth, gums, and related oral structures, and provide preventive and corrective services
- Properly fill pulp chamber and canal with endodontic materials
- Write prescriptions
- Complete correspondence in a timely fashion
- Return telephone calls to patients in a timely fashion, preferable on the day received, and document the conversation in the chart
- Participate in quality assurance activities, as requested by clinic
- Be available for emergency after clinic calls

**PHYSICAL DEMANDS:**

Prolonged sitting or standing may be required. Those physical movements and the degree of mobility, manual dexterity and hand-eye coordination normally associated with dentistry performed on a repetitive basis. Work under stressful conditions as well as irregular hours may be required. Frequent exposure to communicable disease, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.

**WORK ENVIRONMENT:** The noise level can vary in the operatory

FTE: \_\_\_\_\_

Hours/week: \_\_\_\_\_

**Additional Information/Tasks/Duties/Responsibilities/Goals/Expectations**



I have reviewed the job description. I understand the job/position I am hired to fill and am able to perform the duties as described. Also, I understand that I will receive additional orientation and training as needed to maximize my success in this position.

\_\_\_\_\_  
Supervisors Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date