



# Poarch Band of Creek Indians

**Tribal Government – Job Announcement**

**5811 Jack Springs Rd. ♦ Atmore, AL 36502**

**Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov**



	<b>Job Announcement:</b> HR2021:30
<b>Position Title:</b> Staff Dentist	<b>Advertising:</b> Publicly
<b>Immediate Supervisor:</b> Chief Dentist	<b>Department Director:</b> Health Director
<b>Department:</b> Health	<b>Division:</b> Health Delivery Systems
<b>Employment Status:</b> Exempt	<b>Position Type:</b> Regular Part–Time
<b>Mandatory Reporter:</b> Yes	<b>Background Check Required:</b> Yes (child-sensitive) **
<b>Opening Date:</b> Friday, April 30, 2021	<b>Closing Date:</b> Friday, May 14, 2021 by 5:00 p.m.
Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.	
<b>Overall Objectives of Position</b>	
The Staff Dentist provides preventive and clinical dental services for the Poarch Band of Creek Indians. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Staff Dentist is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable program.	
The Staff Dentist is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.	
<b>Primary Responsibilities of the Staff Dentist</b>	
<ul style="list-style-type: none"> <li>• Plans, implements, coordinates, and manages the delivery of comprehensive preventive and clinical dental services.</li> <li>• Monitoring quality, productivity, effective staffing and scheduling, evaluation of staffs performance and training needs as well as other leadership participation within the Health Clinic.</li> <li>• Functions as a clinician and provides a full range of professional and managerial duties in connection with the treatment of commonly encountered dental diseases or oral health problems requiring standard corrective, restorative or preventive measures including, but not limited to: <ul style="list-style-type: none"> <li>a. Diagnosis and treatment of acute dental/maxillofacial pathology.</li> <li>b. Oral surgery involving the extraction or removal of third molars, oral pathology, foreign bodies, and residual roots, as technical skills/knowledge will allow.</li> <li>c. Endodontics on teeth as technical skills/knowledge will allow.</li> <li>d. Familiar with the treatment of medically compromised patients and outpatient procedures.</li> <li>e. Planning, development and implementation of community/school program in preventive dental health.</li> <li>f. Frequent analysis of the results and effectiveness of the program and recommendations for changes as necessary.</li> <li>g. Assessment, planning, development, implementation and evaluation of the use of direct and contract resources made available to the dental program.</li> <li>h. Coordination and management of the dental program according to the general concepts of the established Tribal and IHS policies and regulation.</li> </ul> </li> <li>• Performs other duties as assigned appropriate person.</li> </ul>	
<b>Day-to-day Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Maintains accurate records of all persons receiving care.</li> </ul>	
<b>Education/License/Certification and Experience Requirements</b>	
<ul style="list-style-type: none"> <li>• Degree in Dental Surgery (D.D.S.) or Dental Medicine (D.M.D.) from an accredited school approved by the Council on Dental Education and the American Dental Association.</li> <li>• Must possess and maintain valid licensure to practice Dentistry in the State of Alabama.</li> <li>• Dentist with valid licensure to practice Dentistry in another state are eligible for consideration with the stipulation that if hired a valid license to practice Dentistry in the State of Alabama will be obtained by taking, and successfully passing, the next annually scheduled licensure examination through the Alabama Dental Examiners.</li> <li>• Must maintain current professional licensure in Basic Life Support (BLS) or obtain licensure within ninety (90) days of date of hire.</li> <li>• Must possess certification of “Mandatory Reporter Training” or obtain certification during the first week of employment.</li> <li>• Two (2) years of experience as a Dentist required.</li> </ul>	
<b>Skills Required</b>	
<ul style="list-style-type: none"> <li>• Absolute confidentiality, adhering to HIPAA guidelines and the Privacy Act.</li> <li>• Experience and understanding of oral health education methods, basic nutrition, and working knowledge of regulations, policies and standards related to dental services.</li> <li>• Comprehensive understanding of general clinical dentistry supplemented by verifiable clinical experience and continuing education in such areas as: oral surgery, pedodontics, periodontics, endodontics, orthodontics, and public health preferred.</li> <li>• Must have knowledge of current legislation that affects the health care program and delivery system.</li> <li>• Must have a working knowledge of computers and electronic health records, with the ability to work in a Windows environment with various software programs such as Microsoft Office software and etc.</li> <li>• Ability to work in a high-performance, fast-paced, high-pressure environment.</li> <li>• Adept at multi-tasking, have unquestionable integrity, with an uncompromising commitment to quality.</li> <li>• Exceptional interpersonal and communication skills, both verbally and in writing.</li> <li>• Ability to work odd and irregular hours, as needed.</li> <li>• Ability to write and implement policies as needed for the operation of the department.</li> </ul>	
<b>Additional Requirements</b>	
<ul style="list-style-type: none"> <li>• Ability to work odd and irregular hours, as needed; flexible in regards to accommodating emergency visits as needed.</li> <li>• Must possess a valid state driver’s license and insurable driving record according to Tribal insurance guidelines.</li> <li>• Must successfully pass the required criminal and character background check.</li> <li>• Ability to travel and participate in required training, leadership development, and other events.</li> <li>• Ability to adequately and successfully perform all duties and responsibilities of this position.</li> </ul>	
Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 200. A resume will not be accepted in the place of an application. <b>Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.</b> <i>**Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designed as child-sensitive or data-sensitive must successfully complete a background check prior to employment.</i>	