



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

DENTIST

Position Description

Opens: July 12, 2024 Closes: July 26, 2024			
Department:	Health & Human Services	Reports to (title):	Clinic Administrator
Job Code:	EX-24	Job Location:	Bois Forte Health Services
Pay Range:	Min: \$153,403.14 (\$73.75) Mid: \$204,537.52 (\$98.34) Max: \$255,671.90 (\$122.92)	Supervises:	None
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	07/01/2024
Indian Child Protection Background:	Yes	Revised Date:	07/01/2024

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Dentist provides dental services assisting in implementation and operation of the dental program which includes preventive, educational, and corrective dental services. The incumbent also performs a full range of professional dental duties in connection with the treatment of commonly encountered dental disease or dental health programs requiring standard corrective, restorative, or preventive measures.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Completes preliminary examinations on new dental service patients; reviews patient’s medical and dental history; examines the teeth and periodontium for evidence of plaque and periodontal disease and has the findings charted in the patient’s dental record can include caries, plaque index, bleeding scores, pocket depths, CPITN scores, tooth mobility, crepitus, etc.; inspects the mouth and throat for evidence of diseases such as oral cancer; takes, develops and interprets routine x-rays to identify tooth structures, calculus and abnormalities such as cavities, or traumatic occlusion.
2. Prepares treatment plans for patients including assessment of the problem, type of oral hygiene care required, nutrition assessment and counseling, restorative and rehabilitative care possible with available resources and the sequence of appointments needed to complete treatment. Makes recommendations to patients concerning optimum dental care so that the patient can make an informed decision on personal resources that may be required to obtain this level of dental care. Maintains recall system for careful follow-up of patients that need continued care or evaluation.

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3. Encounters, diagnoses, and administers treatment for dental diseases and dental health problems of greater than usual difficulty.
4. Provides dental services of scope, quality, and quantity consistent with Dental Program policies, including Operative Dentistry, Oral Diagnosis, Periodontics, Oral Surgery, Pedodontics, Endodontics, Fixed Prosthodontics, Removable Prosthodontics, Orthodontics Oral Medicine, Geriatric Dentistry, and Dental Prevention.
5. Deals with dental health cases presenting patient behavior and communication problems.
6. Maintains and operates Bois Forte dental clinic(s).
7. Practices by current infection control standards.
8. Follows occupational safety guidelines for dental office personnel.
9. Can provide care in the following areas: prevention, operative, prosthetics, endodontics, oral surgery, TMJ, periodontics and pedodontics, and orthodontics.
10. Assist in coordinating prevention activities.
11. Assist in selecting dental supplies and equipment.
12. Attend general staff meetings, dental staff meetings and other meetings as requested.
13. Participate in committees as recommended by supervisor.
14. Attend continuing education seminars as required.
15. Assist in providing in-services to dental staff and also to target groups such as diabetic support groups, WIC and Head Start.
16. Abide by policies set forth by the Bois Forte Reservation and Bois Forte Health and Human Services department.
17. Recognize that each employee is a representative of the Bois Forte Band and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of all others including visitors and co-workers.
18. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
19. Submit required reporting as directed by supervisor.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	<ul style="list-style-type: none">• Two year post graduate experience.
Education:	<ul style="list-style-type: none">• DDS or DMD Degree from a dental school accredited by the Commission on Dental Accreditation.
License/Certification:	<ul style="list-style-type: none">• An active Minnesota Dental License.• DEA License.• CPR, ACLS Certified.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	<ul style="list-style-type: none">• Considerable ingenuity, original thinking and independent judgment are exercised and required of the incumbent, as they are working with a group of people initially unfamiliar with health standards, the necessity for preventive care and other essential health needs.• The incumbent must be able to cope with problems and make judgments and evaluations of the situation and type of care needed and refer those of a more complicated nature to a specialist.• Ability to recognize, diagnose and treat dental problems of greater than usual difficulty and deal with dental cases presenting patient behavior and communication problems.• Must possess the education and experience requirements for positions of this type.• Must also possess good judgment for evaluation and exercising this role.

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- Must possess advanced professional knowledge and experience in diagnosis and treatment of cases presenting out of the ordinary dental health problems and/or handling of patients with behavioral problems.
- Knowledge of dental anatomy, related oral anatomy, the technical methods and practices of dentistry, and the working characteristics of dental instruments and materials sufficient to perform a wide variety of intra-oral procedures, including restoration of teeth.
- Skill in supervising dentists, dental assistants, and other dental staff.
- Ability to provide individual and family counseling, guidance, and health instruction to help patients to understand how to prevent disease and maintain good dental health.
- Knowledge of quality assurance and evaluation processes to improve patient care and facilitate monitoring and program planning.
- Knowledge of health record aspects of patient care and ability to accurately and completely document related clinical data.
- Knowledge of the principles and practices of dental public health and the resources available in order to develop and carry out the preventive dentistry program.
- Knowledge of the availability and use of resources designated as primary care and referral services.
- Knowledge of medical diseases such as cancer, diabetes, and heart disease as they relate to the care and treatment of the teeth.
- Ability to communicate effectively orally and in writing is required.
- Ability to work independently and establish work priorities is required.
- Attention to detail and accuracy is required.
- Subject to pre-employment and annual background checks.
- Some travel is required.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available training and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Prior experience working with Indian Health Services (IHS), a tribe, or tribal organization.

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be

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required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps and infectious body fluids.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.