

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

APPLY ONLINE AT:
<http://oneida-nsn.gov>

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Dentist
POSITION NUMBER: 09003
DEPARTMENT: Dental
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Dental Director
SALARY: P01 \$107,835/Annually (NEGOTIABLE)
CLASSIFICATION: Exempt
POSTING DATE: May 10, 2021
CLOSING DATE: Until Filled
Transfer Deadline: May 17, 2021
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under direct supervision of the Dental Director, provides and oversees direct dental diagnosis, treatment, procedures, and care for a specified patient population. Maintain confidentiality of all privileged information. Continuation of this position is contingent upon funding allocations. This position is contracted.

DUTIES AND RESPONSIBILITIES:

1. Provide and manage direct patient care, including examinations, evaluations, assessments, diagnoses and treatments.
2. Provide oral health care to patients of OCHC dental clinic and any current or future satellite clinics with the use of portable equipment.
3. Prescribe pharmaceuticals, other medications, and treatment regimens as appropriate to assessed medical conditions.
4. Inform the patient of diagnosis and treatment needs and options in such a way that the patient understands and can make an informed decision.
5. Inform patients as their financial responsibilities relevant to planned procedures.
6. Refer patients to specialists and to relevant patient care components as appropriate.
7. Manage the daily operations of the dental program and patient care unit.
8. Direct and coordinate the patient care activities of dental technical and support staff as required.
9. Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
10. Responsible for complete and accurate documentation of the patient's dental diagnosis and treatment according to QAI Standards and standards of care.
11. Participate in school dental programs and other community programs.
12. Present in-services to staff.
13. May be asked to attend departmental and medical staff meetings in the absence of the Dental Director.
14. May function as dental clinical director in his/her absence, attending department and medical staff meetings.
15. Attends medical/dental staff meetings.
16. Institutes emergency measures for sudden adverse developments during treatment of patients.
17. Act as the liaison to Technical College Dental assisting students and the Pediatric, WIC, OB/GYN, Diabetic Team, Head Start/Day Care and Anna John Nursing Home Staff.
18. Perform patient triage and initiates patient care as appropriate for walk-in patients.

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DUTIES AND RESPONSIBILITIES: (Cont.)

19. Maintain Universal Precaution guidelines at all times during patient care (Mask, Gloves, Eye Protection, Rubber dam usage) and wash hands before and after de-gloving, donning and doffing.
20. Follow and maintain all relevant federal, state, and institutional regulations, guidelines, policies, and standards for the provision of dental clinical services.
21. Participate in and attends in service and educational programs to improve and learn new skills.
22. Assist in training of dental assistants or dental hygienists.
23. Ensure strict confidentiality of records.
24. Contribute to a team effort and accomplishes related results as required.
25. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
26. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
27. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, use hands, handle, feel; reach with hands and arms; climb or balance; and stoop, kneel crouch, or crawl and be able to reach out and pick-up and hold small objects. Stand; walk; and talk; hear.
2. Occasionally lift and/or move up to fifty (50) pounds.
3. Work is generally performed in a climate-controlled setting with a moderate noise level. Exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and blood pathogens.
4. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of current principles, methods and procedures for the delivery of dental evaluation, diagnosis and treatment.
2. Knowledge of related accreditation and certification requirements.
3. Knowledge of legal and ethical standards for the delivery of dental surgical care.
4. Knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patient on correct usage.
5. Knowledge of Federal, State, and institutional regulations and guidelines for the provision of dental outpatient services.
6. Knowledge of patient, triage, procedures and documentation.
7. Ability to observe, assess, and record symptoms, reactions, and progress.
8. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
9. Ability to foster a cooperative work environment.
10. Ability to maintain quality, safety, and/or infection control standards.
11. Ability to work both independently and in a team environment.
12. Effective verbal and written communication skills.
13. Ability to develop and present educational programs and/or workshops.
14. Ability to analyze medical records and prescribed protocol to formulate effective therapeutic treatment plans.
15. Ability to communicate technical information to non-technical personnel.
16. Ability to exhibit good personal hygiene and good personal oral hygiene at all times.
17. Ability to communicate effectively in the English language, both verbally and in writing.
18. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
19. Ability to maintain confidentiality.
20. Ability to maintain quality, safety, and/or infection control standards.
21. Strong customer service orientation.
22. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint) EDR (Dentrix and Dexis).
23. Ability to be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
24. Oneida Certification on Reporting Child Abuse and Neglect within ninety (90) days of employment.

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STANDARD QUALIFICATIONS: (Cont.)

25. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
26. Must complete Health Insurance Portability and Accountability Act (HIPAA) training within thirty (30) days of employment and annually thereafter.
27. Must be willing and able to obtain additional education and training.
28. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
29. Employees are required to have proof of immunity or dates of two (2) doses of MMR and proof of immunity or dates of two (2) doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant
30. Must pass a background security check with the Oneida Nation to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation Gaming Division.
31. A valid driver's license or occupational driver's license is required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Doctorate degree in Dental Surgery or Dental Medicine.
2. Two (2) years of Dental directly related experience.
3. Two (2) years of experience working in a Public Health Care setting.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Current Licensure Wisconsin Board of Dental Health Care or eligibility for WI licensure.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certifications upon employment.**