



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 095-22**

**OPENING DATE: 06/08/2022**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Dental Program Manager/Dentist  
**PAY GRADE:** L5 (\$69.31/hr. - \$107.43/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Director, Clinical Services  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Achieves the Dental Clinic's goals and objectives by planning, directing, monitoring and evaluating the daily operation of all departmental functions and staff. Ensures the efficient and effective provision of dental services to meet the needs of the community. Provides educates patients, health care providers and the community on how to maintain good oral health.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Advises, administers, and performs dental services for the prevention, diagnosis, and treatment of disease, injuries and deformities of the teeth, jaw, mouth organs, and other structure in the oral cavity and masticatory system.
- Provides dental care as required by Dentist Job Duties.
- Instructs nurses, health educators, social workers, and other medical personnel in the proper techniques of oral hygiene.
- Coordinates referrals for patients whose treatment cannot be completed in the dental clinic.
- Evaluates and maintains Dental charting.
- Provides school and community dental health education.

- Assists and coordinates community programs with regards to community fluoridation, school fluoride varnish program, and early childhood caries (ECC).
- Implements, complies and monitors safety rules and regulations, to ensure a safe working environment.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Adheres to budget funding for inventory. Maintains adequate supplies for the Dental program. Ensures vendors payment.
- Plans, directs, and monitors department productivity and quality goals.
- Hosts regular staff meetings to ensure communication among staff regarding department related activities.
- Creates policies and procedures for staff, to ensure consistency and adherence to dental clinic goals; creates policies and procedures for dental clinic accreditation.
- Writes proposals and grants to secure additional funding and grant monies for continuation and expansion of program services.
- Researches new products and techniques to ensure a high standard of care, and maintains current professional knowledge.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of Dental Clinic activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Follows applicable CDC and OSAP rules and regulations for infection prevention and patient safety.
- Performs other duties as required.

#### **SUPERVISION RESPONSIBILITIES:**

- Manages and assigns Dentists, Dental Hygienists, Dental Assistants and support staff; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Evaluates dental staff, coaches, and provides feedback.
- Reviews and evaluates Dental providers.
- Quarterly peer to peer review .
- Hires, evaluates, disciplines and develops professional and support staff.
- Coordinates training, orientations and continuing education of staff.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Must have a Doctorate of Dental Surgery (DDS) or Doctor of Medicine in Dentistry (DMD) degree from an accredited school of dentistry.
- State of New Mexico Dental License.
- State of New Mexico DEA.
- Proven record of continuing education and post-graduate study in various aspect of dentistry.
- CPR Certification.
- Must be able to pass a TB screening.
- Must pass background check for position.

- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of current dental technology, terminology, dental anatomy, medicines, oral hygiene and preventive dentistry.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of effective principles and practices of management and supervision.
- Knowledge of dental software.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in budget preparation and administration.
- Skill in operating ultrasonic and autoclave devices.
- Skill in operating radiographic equipment and imaging computer programs.
- Skill with dental chair unit.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to apply Safety Asepsis and Prevention (OSAP) in dental Clinic.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Work may require assisting with stand-up dentistry on patients unable to move from prone positions.
- Work involves repetitive hand and wrist movements.
- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is generally performed in an indoor setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, radiation, blood borne pathogens, infectious diseases, and hazardous materials.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.