

**Dentist E5**  
**Role: 00EFD5 - Dentist E5**

**A Day in the Life:**

The essential functions of this role are as follows:

- Provide patients with an initial dental assessment upon admission.
- Examine teeth, gums, and related tissues, using dental instruments, x-rays, or other diagnostic equipment.
- Diagnose and treat diseases or injuries of teeth, gums, or related oral structures and provide corrective services.
- Perform the appropriate dental procedures to treat each patient.
- Provide education to patients regarding proper dental hygiene.
- Teach staff how to assist patients in practicing appropriate dental hygiene.
- Ensure appropriate infection control measures are taken to protect patients and staff.
- Ensure preventative maintenance of dental and x-ray equipment is maintained and serviced.
- Fabricates and repairs dentures, crowns, and bridgework.
- Recruit, select, onboard, and train employees to ensure role responsibilities and expectations are clearly understood while providing opportunities to continue professional development.
- Set expectations, measure progress, provide ongoing feedback, and evaluate the performance of employees. Ensure work adheres to quality standards, deadlines, and proper procedures.
- Some essential functions of this position may be performed onsite at the agency's worksite or other assigned worksites while some essential functions of this position may be eligible for work from home authorization in accordance with policy. Remote work authorization is not automatic and is dependent upon operational needs and agency approval.

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This position is exempt from overtime compensation for additional work hours which may be required to complete essential functions or other assigned work. Exempt employees may work more than 75 hours in a pay period without additional compensation and must report a minimum of 75 hours per pay period of work hours and/or paid leave taken to receive their base biweekly salary.

**What You'll Need for Success:**

You must meet the following requirement to be considered for employment:

- Hold a DDS (Doctor of Dental Surgery) or equivalent degree issued by an accredited dental school.
- Hold a current valid license to practice dentistry issued by the State Dental Board of Indiana.
- Hold a current DEA (Drug Enforcement Administration) number.
- Knowledge of the information and techniques needed to diagnose and treat injuries and diseases related to teeth and gums.
- Knowledge of human anatomy and the ability to apply the appropriate treatment.
- The ability to apply logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

- The ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- The ability to interact and communicate effectively with a diverse population.
- Ability to delegate work, set clear direction, and manage workflow.
- Ability to effectively give feedback, provide guidance or corrective action, coach, and develop employee skillsets.
- Able to perform essential functions with or without reasonable accommodation.

**Supervisory Responsibilities/Direct Reports:**

This role may be utilized in a supervisory capacity based on agency needs.

**Difficulty of Work:**

Your work will be doing complex procedures and assessments broad in scope that may require creative solutions based on the patient needs and treatment. You will complete an initial and annual dental assessment on each patient to determine a plan for dental restorations, dental x-rays, dental extractions, etc. You will need to consult and collaborate with other staff of treatment team. Must be alerted to changes in behavior and physical conditions of the patient.

**Responsibility:**

As the Dentist, you work on an independent basis following general objectives and guidelines as an expert in the dental field. Recommendations on and the conclusion of treatment procedures can have a significant impact on an offender's physical and emotional well-being. You will have the final authority for dental care provided to patients. The Indiana State Department of Health and the Indiana Dental Association generally reviews technical work for conformance with professional standards. An institutional administrator supervises the overall operation of the dental office and ensures conformance with agency policy and objectives.

**Personal Work Relationships:**

You will work closely with other disciplines within Allied Health Clinic; interacts with psychiatric attendants and patients; also collaborates with other professional staff. You will work with these disciplines to consult and collaborate on patient treatment plans, education of staff, and follow up with patient.

**Personal Work Relationships:**

This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.

A high level of judgement and effective communication is required during times of contact with residents or incarcerated individuals.

Partnership with relevant public agencies, federal, state & local governments and/or community leaders may be required.

Residents or incarcerated individuals may have family, friends, community partners and/or other interested parties come to the facility requesting information or to visit with the person according to policies and procedures.

**Physical Effort:**

Depending on the duties performed or environment setting, frequent walking, standing, climbing stairs or ladders, bending, stooping, pushing, pulling and/or similar movements may be involved.

This role requires above average strength when restraining one or more patients or incarcerated individuals as per departmental policy and procedure.

This role requires keen observational and hearing skills to stay alert for possible dangerous situations.

**Working Conditions:**

This role performs work in a state operated hospital facility.

There is potential for exposure to infectious diseases in this role.

There is potential for exposure to hazardous materials on site and/or in the lab.

This role requires a high level of attention and safety due to work activities having risk of injury or loss of life.

This role may experience periods of high stress and/or pressure.

This role requires the appropriate use of Personal Protective Equipment (PPE) when necessary.

**Competencies**

- Communicating Effectively
- Displaying Technical Expertise
- Driving for Results
- Showing Care and Understanding
- Developing Talent
- Managing Performance

**Last Updated (By and Date)**

K. Armes 10.07.24

