

<b>JOB DESCRIPTION</b>	
<b>POSITION: Dentist</b>	<b>Page 1 of 4</b>
<b>DEPARTMENT: Clinic Operations</b>	<b>EFFECTIVE: 12/5/2022</b>
	<b>REVISED: 6/2026</b>
<b>APPROVED BY: HR, COO</b>	

**POSITION SUMMARY:** Diagnose and treat problems with patients' teeth, gums, and related parts of the mouth. Provide advice and instruction on taking care of the structures of the mouth as well as diet and personal choices that affect oral health.

**MISSION:** Improving lives, Optimizing wellness, Promoting independence

**COMPETENCIES:**

- Effective Supervision
- Balanced Decision Making
- Strategic Focus
- Manages Conflict
- Effective Communication
- Facilitates Change
- Problem Solving
- Quality Focus
- Personal Credibility
- Decisiveness

**RESPONSIBILITIES AND DUTIES:**

**ESSENTIAL JOB FUNCTIONS:**

- Review patient medical records, to include medications and allergies.
- Prepare patients for treatment (e.g. by applying analgesics).
- Check teeth, gums and other parts of the mouth, along with X-rays and tests, to diagnose dental problems.
- Clean teeth and remove plaque.
- Identify tooth decay and replace simple cavities with fillings.
- Design and fit dental prosthetics, such as dentures.
- Conduct tooth extractions.
- Root canal procedures on an as needed basis.
- Prescribe medications as needed.
- Refer participants to specialists as necessary.
- Educate patients on proper brushing techniques, flossing and fluoride use, and other preventative dental care measures.
- Promote good oral health and preventive dental care (e.g. by scheduling regular check-ups).
- Collaborate with Chief Medical Officer (CMO) and Chief Nursing Officer (CNO) to ensure high quality of care.

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- Other duties as assigned by the CMO and/or CNO.

**ORGANIZATIONAL (CORE RATING FACTORS):**

- Demonstrates support of the Company's Mission, Vision and Core Values.
- Provides Exceptional Customer Service.
- Ensures discretion with confidential information in accordance with HIPAA guidelines.
- Supports a collaborative work environment including courteous, helpful and professional behavior.
- Embraces Organizational Excellence through practicing individual time management, efficiency and effectiveness and participating in continuous improvement efforts.
- Adheres to and supports all Company policies and procedures.
- Supports and practices safe work habits in accordance with policies and procedures.
- Brings ideas, problems and concerns forward and participates in resolution and implementation.
- Participates in and completes regulatory compliance training within the prescribed deadlines.
- Attends required meetings.
- Maintains skills and knowledge required including written and verbal communication, best practices for industry standards, and computer competency.
- Oversight of dental assistant, including delegated dental tasks or procedures.
- Provides guidance and regular coaching to dental assistants.
- Assigns tasks fairly and appropriate to dental assistant.
- Communicates expectations clearly and effectively dental assistant.

**QUALIFICATIONS AND REQUIREMENTS:**

- Doctor of Dental Surgery (DDS), Doctor of Medicine in Dentistry (DMD) or similar degree that gives license to practice the dentist profession.
- Minimum 2 years work experience as a Dentist.
- Licensed in the state of Colorado to practice dentistry.
- In-depth understanding of dental hygiene.
- Experience with dental equipment and tools.
- Experience with surgeries and teeth extractions.
- A pleasant and compassionate personality with the ability to make patients feel comfortable

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- Attention to detail.
- Ability to remain calm under pressure.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**(PHYSICAL REQUIREMENTS FOR ADMINISTRATIVE POSITIONS)** Physical Requirements – This job operates in an office environment and is largely a non-stationary position (over 50% of the time), however, some filing is required. This requires to the ability to move files, filling out paperwork and bending/standing as necessary. Operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer. Requires the ability to read paperwork, computer screens and communicate effectively through use of verbal and/or written forms. This role is often required to position oneself in a kneeling, bending, or crouching position to reach, install, or remove equipment. Requires the ability to move supplies/equipment up to 15 pounds using appropriate body mechanics.

**(PHYSICAL REQUIREMENTS FOR DIRECT CARE, TRANSPORTATION, PACE, MAINTENANCE/CUSTODIAL POSITIONS)** While performing the duties of this job, the employee is frequently required to traverse across a variety of terrains inside an office environment, outdoors and in participant’s homes (if applicable). This role will also be required to operate computer equipment, tools or other objects needed to perform the essential duties of the role. This role requires the ability to communicate effectively through written and verbal forms. This role often is required to position oneself in a kneeling, bending, or crouching position as well as ascending and/or balancing on a ladder. The employee may be required to endure extremes in temperature and may work in hazardous environments where personal protective equipment is required. Requires the ability to move supplies/equipment up to 15 pounds using appropriate body mechanics.

**(ENVIRONMENTAL CONDITIONS FOR DIRECT CARE, TRANSPORTATION or PACE POSITIONS :)** Environmental Conditions – Working conditions may be noisy with fluctuating indoor temperatures. Must have the ability to work under moderate pressure in order to meet scheduled appointments or deadlines while dealing with frail, disabled and/or confused participants/clients. Subject to individuals who may have the potential for physical

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or verbal aggression. May be exposed to a risk of bodily injury through contact with moving instrumentation, toxic substances, medicinal preparations, bodily fluids, communicable diseases and other conditions common in a clinic environment. Subject to unpleasant odors.

**(ENVIRONMENTAL CONDITIONS FOR MAINTENANCE/CUSTODIAL POSITIONS)** Environmental Conditions- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate to high.

**(ENVIRONMENTAL CONDITIONS FOR ADMINISTRATIVE POSITIONS)** Environmental Conditions – This role operates in a closed office environment. Workspace may be shared. Working conditions may be noisy with fluctuating indoor temperatures. May be exposed to a risk of bodily injury through contact with moving instrumentation, substances and other conditions common to an office environment. This job requires working under stressful conditions. Moderate pressure to meet scheduled and recurring deadlines.

**REPORTS TO:** CMO, dotted line to CNO

**FLSA Status:** Exempt

**Compensation Grid:**

**Acknowledgement**

I have read and understand the above job description; and I can perform the essential functions of this position and ensure that the company’s Quality Systems, Policies, Goals and Objectives are met and maintained.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date