



**SUSANVILLE INDIAN RANCHERIA**  
745 Joaquin Street  
Susanville, CA 96130  
(530) 257-4921

### **POSITION ANNOUNCEMENT**

<b>OPENING DATE OF ANNOUNCEMENT:</b>	<b>December 18, 2020</b>
<b>CLOSING DATE OF ANNOUNCEMENT:</b>	<b>Until Filled</b>
	<b>1<sup>st</sup> Cutoff Date February 12, 2021</b>
	<b>2<sup>nd</sup> Cutoff Date February 26, 2021</b>
<b>POSITION TITLE:</b>	<b>Director of Dental</b>
<b>SUPERVISES:</b>	<b>Yes</b>
<b>STARTING SALARY:</b>	<b>Negotiable</b>
<b>GRADE:</b>	<b>20</b>
<b>POSITION CLASS:</b>	<b>Exempt</b>
<b>NUMBER OF POSITIONS:</b>	<b>1</b>
<b>STATUS:</b>	<b>Permanent</b>
<b>HOURS:</b>	<b>Full Time</b>
<b>SUBJECT TO P.L. 101-630:</b>	<b>Yes</b>
<b>BENEFITS:</b>	<b>Highly competitive package <i>*See below</i></b>

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

This position is the Director of the Dental Department for the Lassen Indian Health Center (LIHC). The Director of Dental involves performing clinical dentistry and supervising a small dental department. Position requires eight (8) to ten (10) years of clinical dental experience in Indian Health or community clinic setting. Position works closely with the LIHC Health Board.

The Director of Dental is responsible for direct dental care, ordering appropriate diagnostic tests, and implementing therapeutic measures. Oversees the overall dental program including; supervising dental staff, strategic planning, budgeting, quality improvement, and dental case management.

**This position works with and around our children and youth and is therefore subject to P.L. 101-630.**

### **SPECIFIC AREAS OF RESPONSIBILITIES:**

1. Clinical skills complying with contract agreement for number of daily encounters to be produced.
2. Supervision of dental staff and dental clinic operations with cooperation and approval of Chief

Operating Officer. Excellent leadership skills to provide strategic planning. Ensures dental staff is properly trained, directed and motivated to provide patients with high quality services and care. Supervises and supports staff with clear direction. Delivers supervisor responsibilities in accordance with the organization's policies and applicable laws. Conducts monthly meetings with clinicians and clinical staff.

3. Coordinates with billing department in use of dental license number and complying with all necessary and required documentation and coding elements per compliance program to obtain third party funding.
4. Refer patients appropriately to oral health specialists for treatment that cannot be provided by LIHC dental providers.
5. Oversee contract/locum Dentists who are providing care for LIHC patients.
6. Visit various schools and preschools to participate in community education events/activities to make presentations about preventative dentistry and oral hygiene.
7. Work cooperatively and progressively with administrative staff on matters within the dental program to improve and enhance the dental program's productivity, quality and effectiveness.
8. Consultant to the Chief Operating Officer and the LIHC Health Board providing advice on professional matters and for establishing dental policies. Provides leadership in the establishment and implementation of dental care delivery mechanisms, strategies, standards and goals.
9. Reviews and updates all dental policies and procedures and property management requirements.
10. Assist and participate in LIHC committees and activities such as: corporate compliance, quality improvement, HIPAA response team, case management, safety, etc.
11. Oversees and participates in regular compliance, peer reviews, and other audits as required.
12. Makes monthly reports to the Chief Operating Officer.
14. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Eight (8) to ten (10) years clinical dental experience with a minimum of three (3) years in Indian Health or community based dental care system.
2. Two (2) years of experience in management as a Dental Director or Supervisor of a Dental practice.

3. Doctorate degree from an accredited dental school.
4. Current and valid state dental license (preferably from the state of California).
5. Current and valid DEA License (Controlled Substance Registration Certificate).
6. Current and valid CPR Certification or obtain within six (6) months of hire.
7. Enrolled with Medicare, Medi-Cal, Partnership Health, or other insurance providers and ability to be credentialed with all pertinent insurance plans accepted at LIHC.
8. Experience working with dental assistants and staff to maximize dental productivity, efficiency and quality.
9. Must have a valid driver's license.
10. Must pass P.L. 101-630 background check or pre-employment background investigation.
11. Must pass pre-employment drug test and agree to random drug testing.

### **WORKPLACE ENVIRONMENT:**

**1. PHYSICAL SAFETY:** The work requires minor physical exertion, such as short periods of standing, walking over rough uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.

**2. WORKING ENVIRONMENT:** Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratory and industrial chemicals, or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

### **PERFORMANCE EXPECTATIONS:**

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.

- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

### **PREFERENCE POLICY:**

- 1<sup>st</sup> Preference:           Enrolled member of a Federally Recognized Tribe.  
2<sup>nd</sup> Preference:           Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.  
3<sup>rd</sup> Preference:           All other applicants.

### **SIR BENEFITS PACKAGE:**

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

### **HOW TO APPLY AND APPLICATION REQUIREMENTS:**

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: [www.sir-nsn.gov/human-resources/](http://www.sir-nsn.gov/human-resources/) (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certification required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each minimum qualification.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to [nmerkle@sir-nsn.gov](mailto:nmerkle@sir-nsn.gov) or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.