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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## **Vacancy Announcement**

### **(Internal Posting)**

**Title:** Assistant Dental Director

**Reports to:** Dental Director

**Supervises:** Lead Dental Assistant, RDA, Dental Assistant, Sterilization Tech, and Receptionist

**Location:** Happy Camp Dental Clinic

**Salary:** Depends on Experience

**Summary:** As the Assistant Dental Director shall be responsible to collaborate with Dental Director for the development and coordination of all dental policies and procedures. Shall be responsible to collaborate with Dental Director for the coordination of and monitoring of all dental Continuous Quality Improvement Activities, and serve as a member of the Accreditation Continuous Quality Improvement Committee (ACQI). The Assistant Dental Director shall be responsible to collaborate with Dental Director for review and develop the monthly revenue. As the provider, shall provide primary dental care, dental staff supervision, coordinate training activities and institute preventative dental care program. As the provider, shall demonstrate the ability to treat appropriately for all ages to achieve the best result possible, within an estimated treatment time, with maximum concern for patient's comfort and deliver quality care, appropriately document. The Assistant Dental Director shall be responsible for the daily operation of the Happy Camp Dental Clinic.

**Classifications:** Full Time, Regular, Exempt

#### **Application Deadline: August 28, 2018 by 5:00pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600 X 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)



### **Position Description**

**Title:** Assistant Dental Director

**Reports to:** Dental Director

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**Classifications:** Full Time, Regular, Exempt

**Responsibilities:**

1. Shall sufficiently provide management for the Dental services or Dental Hygienist schedule.
2. Shall display age-specific competencies in working with:
  - Infants
  - Toddlers
  - Preschool
  - School Age
  - Adolescents
  - Early Adult
  - Middle Adult
  - Geriatric

3. Shall effectively participate in the annual review of the dental policies and procedures manual and make recommendations for updates/changes.
4. Shall adequately supervise dental team members in Happy Camp.
5. Shall consistently attend and/or report to the ACQI Committee, when appropriate.
6. Shall efficiently strive for compliance with AAAHC.
7. Shall adequately report as required by the Federal, State, County, Local, and Tribal regulations.
8. Shall adequately participate in the development of educational programs for training staff and patients.
9. Routine duties shall include providing dental services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
10. Shall be readily available for local and out of area travel as required for job related training. Shall attend all required meetings and functions as requested.
11. Shall be courteous in accepting other duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must be a graduate of an accredited Dental School or Dental Hygiene school and must be a licensed DDS or Dental Hygienist. Must possess a current California license.
2. Must apply to the Medical Staff and receive clinical privileges from the Karuk Tribal Health Board.
3. Must maintain CEU's as required for license renewal.
4. Must certify and remain current in CPR.
5. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must strictly adhere to confidentiality and HIPAA policies.
7. Must provide documentation of immunity to measles, rubella, and/or become immunized with the recommended vaccines, including Hepatitis B, flu vaccine and test annually for TB.

8. Must successfully pass a drug and alcohol screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 92-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved: August 23, 2018**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_