



Our mission is to provide high quality, equitable, whole person, and culturally responsive care delivered in an inclusive and welcoming manner. We aim to build and expand on our long tradition of care for AAPI, LGBTQ+, and persons living with HIV.

Position Title: Director of Dental Program
Reports to: Director of Medicine
FLSA Status: Exempt
Location: Jackson Heights

Position Summary: This position is responsible for assuming leadership in dental care at Apicha by supervising other providers and the dental team to ensure high quality and efficient care. The Dental Director will provide programmatic oversight, fiscal management, technical expertise, personnel and supervision for the Dental Services section. The Dental Director will also supervise and provide direct patient care at the dental clinic. Diagnoses and treats diseases, injuries, and malformations of teeth and gums, and related oral structures by performing the following duties.

The major duties of the position include, but are not limited to:

Direct Care

- Examines patient's teeth and surrounding oral structures and develops appropriate treatment plans.
- Maintains current and accurate problem-oriented dental records.
- Treats dental diseases, injuries and malfunctions of teeth and gums.
- Determines need for dental and prosthetic applicants
- Advises patients about dental health practices and provides dental health education

Collaboration

- Collaborates with the Clinic Operations Manager and Nurse Manager in all aspects of center operations related to dental care.
- Participates in clinical staff meetings
- Participates in committees and conducts other duties as assigned by supervisor
- Work with communities to develop and form partnerships to mobilize community resources and general public

Compliance

- Proposes policies on care issues and conducts chart audits to ensure compliance
- Reviews dental administrative and clinical policies and procedures annually to ensure compliance with all regulatory requirements – proposes changes and new policies to the Chief Medical Officer
- Ensures that dentists and dental staff adhere to Apicha CHC policies and procedures in the delivery of care.
- Ensures compliance with Performance evaluations, Employee Health Mandates, Agency and Clinic/Department orientation of new employees
- Oversees the chart audit process and maintains a peer review process for all dentists
- Facilitates related services for health center patients and Apicha staff, as appropriate, with respect to their confidentiality and privacy.

- Participates in continuing education and maintains credentials as required

Staff Management

- Supervisors all dental staff as assigned by the Chief Medical Officer
- Works within the hiring process to ensure new dental staff are trained and oriented to Apicha CHC

Qualifications:

- Doctoral Degree (DDS or DMD) required.
- GPR or AEGD residency preferred.
- Two years or more of related experience and/or training preferred.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.
- Interest in and conviction of purpose and aims for all programs in the clinic.
- Respect for the rights of individuals to make their own decisions about their medical care.
- Ability to communicate easily and display a cordial manner towards individuals from a variety of socio-economic, cultural and religious backgrounds.
- Strong interpersonal skills.
- Ability to stand, walk or sit for an extended period.
- Ability to hear within normal range
- Ability to see within normal range
- Strong verbal and written communications skills
- Finger and hand dexterity to manipulate objects
- Extended periods of time at a computer
- Noise level is moderate
- Possible exposure to clients with infectious diseases