Job Summary

Diagnose and treat diseases, injuries, and malformations of teeth and gums and related oral structures. May treat diseases of nerve, pulp, and other dental tissues affecting vitality of teeth.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Bay Clinic is an equal opportunity employer.

Essential Functions

- Use masks, gloves and safety glasses to protect themselves and their patients from infectious diseases.
- Administer anesthetics to limit the amount of pain experienced by patients during procedures.
- Examine teeth, gums, and related tissues, using dental instruments, x-rays, and other diagnostic equipment, to evaluate dental health, diagnose diseases or abnormalities, and plan appropriate treatments.
- Formulate plan of treatment for patient’s teeth and mouth tissue.
- Use air turbine/ electronic driver and hand instruments, dental appliances and surgical implements.
- Advise and instruct patients regarding preventive dental care, the causes and treatment of dental problems, and oral health care services.
- Design, make, and fit prosthodontic appliances such as space maintainers, bridges, crowns, partial dentures and dentures, or write fabrication instructions or prescriptions for denturists and dental technicians.
- Diagnose and treat diseases, injuries, and malformations of teeth, gums and related oral structures, and provide preventive and corrective services.
- Perform root canal treatments on anterior teeth, premolars and molars.
- Write prescriptions for antibiotics and other medications.
- Analyze and evaluate dental needs to determine changes and trends in patterns of dental disease.
• Treat exposure of pulp by pulp capping, removal of pulp from pulp chamber, or root canal, using dental instruments.
• Eliminate irritating margins of fillings and correct occlusions, using dental instruments.
• Perform oral and periodontal surgery on the jaw or mouth.
• Remove diseased tissue using surgical instruments.
• Apply fluoride and sealants to teeth.
• Bleach, clean or polish teeth to restore natural color.
• Plan, organize, and maintain dental health programs.
• Produce and evaluate dental health educational materials.
• Responsible supervision, mentorship and evaluator of dental residents.
• Manage business, employing and supervising staff and handling paperwork and insurance claims.
• Keep supervisor informed as to any changes in work schedule.
• Perform other duties as assigned.

**Qualifications**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral English - Ability to communicate effectively in English.
- Communication, Written English - Ability to communicate in writing clearly and concisely in English.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Reliability - The trait of being dependable and trustworthy.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Tolerance - Ability to work successfully with a variety of people without making judgments.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

**Skills & Abilities**

**Education:**
Doctorate Required, Field of Study: Dentistry

**Experience:**
1 plus years of experience in Dental Practice

**Computer Skills:**
Familiarity with Microsoft Windows environment and electronic dental records.

**Certifications/Licenses:**
Degree from an accredited dental school and maintain current CPR, Hawaii license, DEA license and state narcotics certificate.

**Working Conditions**

Dental clinic environment with possible exposure to airborne and bloodborne pathogens.
Physical Requirements

Stand for extended periods of time, do repetitive tasks with few breaks.

Physical Demands

<table>
<thead>
<tr>
<th>Activity</th>
<th>N (Not Applicable)</th>
<th>O (Occasionally)</th>
<th>F (Frequently)</th>
<th>C (Constantly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lift/Carry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand</td>
<td>F</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Walk</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C</td>
</tr>
<tr>
<td>Sit</td>
<td>F</td>
<td>O</td>
<td>O</td>
<td>C</td>
</tr>
<tr>
<td>Manually Manipulate</td>
<td>F</td>
<td>O</td>
<td>O</td>
<td>C</td>
</tr>
<tr>
<td>Reach Outward</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C</td>
</tr>
<tr>
<td>Reach Above Shoulder</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C</td>
</tr>
<tr>
<td>Climb</td>
<td>N</td>
<td>O</td>
<td>O</td>
<td>C</td>
</tr>
<tr>
<td>Crawl</td>
<td>N</td>
<td>O</td>
<td>O</td>
<td>C</td>
</tr>
<tr>
<td>Squat or Kneel</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C</td>
</tr>
<tr>
<td>Bend</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C</td>
</tr>
<tr>
<td>Speak</td>
<td>C</td>
<td>O</td>
<td>O</td>
<td>C</td>
</tr>
<tr>
<td>Vision (Near)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sense of touch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to wear PPE (gloves, gown, face shield)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Physical Requirements:

Vision (Near)
Sense of touch
Ability to wear PPE (gloves, gown, face shield)

***The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.***