



Macon County Health Department

Job Opening

Job Title: Dental Director

Division: Dental

Minimum Qualifications: Doctorate degree in Dental Surgery (D.D.S.) or Medical Dentistry (D.M.D.) with current license to practice general dentistry and/or specialty and professional liability insurance. Must be able to demonstrate competence in diagnostic, restorative, surgical, prosthodontic, periodontal, orthodontic, and laboratory technology; in administering local anesthesia and prescribing medication; and in judgment in consulting with and/or referring to dental specialists, physicians, and other health care professionals. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects. Must be able to sit or stand most of the time and be able to constantly (over 70%) see, hear, finger objects, and use repetitive motions; frequently (50%-70%) sit, stand, talk, feel, and reach; regularly (11%-49%) balance, grasp, read, and write. Must provide copy of licensure and proof of Continuing Education Units (CEUs) per licensing requirements.

Extensive computer experience required. Must have excellent communication, organization, and decision-making skills. Must have strong interpersonal skills to listen and respond to employee concerns; inquiries and complaints from clients, regulatory agencies, and/or members of the community. Must have the ability to communicate with a variety of personalities and communication styles. Must have the ability to communicate effectively both orally and in writing and present ideas and concepts to individuals, boards, committees, and employees. Must have the ability to plan, organize, and prioritize multiple work assignments and projects and manage stress. Must have the ability to independently facilitate work output and interpret agency policies to staff, as well as professionally direct and coordinate the activities of assigned staff. Must have knowledge of funding sources, grant writing, and fiscal operations. Must be able to establish and maintain effective working relationships with the general public, customers, community leaders, members of professional organizations, and government officials. Must be able to maintain strict confidentiality at all times. Must have the ability to work with diverse community groups.

Must have the ability to work flexible hours as needed, including evenings and/or weekends. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. This position requires an individual be physically able to meet the demands of the job including bending, squatting, and lifting up to 30 pounds.

Summary of Job Duties: Performs general dentistry functions. Performs other specialty procedures as necessary and within limits of experience. Documents pertinent dental billing information such as examinations, treatments, etc. Functions as Director of the Dental Clinic and is responsible for supervising, evaluating, disciplining, and dismissing dental clinic staff relative to Macon County Health Department (MCHD) policies. Trains and oversees dental staff and coordinates clinic operations. Delegates tasks to auxiliary staff as allowed under the Illinois Dental Practice Act. Acts as a liaison between doctors, patients, and staff. Calculates and reviews timesheets and payroll. Maintains employee time records. Prepares for and assists with conduction staff meetings. Completes and distributes thorough meeting minutes. Assesses effectiveness of office

practices and drafts office policy and procedure. Develops operations policy for the Dental Division, including protocols for Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard, Hazard Communication Standard, and Ergonomics Programs Standard. Ensures staff is knowledgeable and adheres to written guidelines. Implements and ensures division compliance with the Health Insurance Portability and Accountability Act (HIPAA) policies and procedures as established by the Macon County Health Department. Completes short and long range planning for dental program to ensure services fit the needs of the community. Monitors annual budget and oversees collection of patient fees and other funds allocated to the dental division. Evaluates current developments in the field of dentistry, especially as it relates to public health. This includes clinical procedures, preventative methods, utilization of auxiliary personnel, developments in dental equipment and devices, health education, and behavioral science and social sciences. Prepares necessary reports and participates in necessary MCHD meetings. Serves as liaison between the MCHD, the private practice sector, and other health care professionals providing care to Macon County residents. Maintains membership in Decatur Dental Society, Illinois State Dental Society, and the American Dental Association. Completes grant writing and submission per state and funding requirements. Ability to review Requests for Proposals (RFPs) for program consideration. Supervises the purchasing of supplies, equipment, and educational materials. Maintains the principles of the fiscal budgets and submits to the Chief Financial Officer (CFO) and Administrator for approval. Supports ongoing student/intern collaborations across multiple disciplines with various educational institutions. Responsibilities include: training; planning, assigning, and directing work; appraising performance; providing performance feedback; rewarding and disciplining employees; addressing complaints, and resolving problems. Facilitates teamwork concept and MCHD mission statement. Makes self available to staff. Sets an example for staff in regard to performance and behavior. Contributes to building a positive team spirit. Maintains the ability to create an atmosphere where employees are motivated and productive. Develops employees' skills and encourages growth. Identifies staff development/training needs and implements affordable methods for ongoing education. Develops, implements, evaluates, completes budgets, expense reports, and progress reports for Division grants. Provides excellent customer service. Solicits and applies customer feedback (internal and external) to improve service. Responds promptly to customer needs. Manages difficult or emotional customer situations. Responds to requests for service and assistance; meets commitments. Fosters quality focus in others; improves processes, products, and services. Maintains harmony among workers and resolves grievances. Continually works to improve supervisory skills. Attends workshops, conference trainings, state and national updates as directed which may include out of town and possible night and/or weekend travel.

How to Apply:

Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconchd.org.

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.