



**Cerebral Palsy and
Handicapped Children's
Association of Chemung County**

Location:

1118 Charles Street
Elmira, NY 14904

Relocation Covered: No

Manages Others: Yes

Education: Graduate Degree

Full-Time/Part-Time Employee - Health Services

Industry: Healthcare Not for Profit - Charitable

Posted: 4/1/2009

Travel: None

Experience: At least 1 year(s)

Contact:

Kathy Graham, Human Resources Specialist

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RESPONSIBILITIES:

1. Performs general dentistry assuring adherence to all state and federal guidelines.
2. Provides oral health education to patients and caregivers as per patient's needs.
3. Accurately records all services provided, oral health education performed, and take home materials provided.
4. Communicates nature of procedures to be performed with patients and care givers and all questions relating to care prior to the rendering of treatment.
5. Performs all infection control procedures as outlined in the CDC publication – Guidelines for Infection Control in Dental Health-Care Settings – 2003.
6. Performs maintenance of dental instruments and equipment as per manufacturer's guidelines.
7. Participates in all training activities necessary to provide comprehensive oral health care for consumers. Reviews literature and attends continuing education seminars pertinent to the care of consumers and general dental procedures and the management of the dental clinic.
8. Communicates all pertinent information to appropriate parties. Organizes and leads regular staff meetings. Attends other meetings as requested. Maintains effective communication with Director of Article 28 Clinic.
9. Oversees and supervises the dental clinic staff. Participates in the hiring of all dental clinic personnel. Performs annual performance appraisals of dental clinic staff.
10. Records and monitors all necessary certifications regarding staff and equipment. Schedules and/or applies for any needed renewal procedures to maintain certifications.
11. On an annual basis, reviews and revises the Dental Clinic Policy and Procedure Manual.

12. Organizes and participates in an annual record review with another dental professional.
13. Develops and monitors all quality assurance practices for the dental clinic.
14. Performs such other duties as assigned by the Director of Article 28 Clinic.
15. Adheres to the Personnel Policy and the Policy and Procedures as approved by the Board of Directors.

QUALIFICATIONS:

1. Must be currently registered as a NYS Dentist. All continuing education requirements must be currently fulfilled.
2. Must have current DEA registration to prescribe Class II-IV drugs. Ability to safely administer conscious sedation is preferred.
3. Prefer at least one year experience as a dentist. Experience working with developmentally disabled consumers preferred.
4. Physical ability to perform positioning of consumers as required when performing comprehensive dental services.
5. Ability to lead in oral health education of patients and caregivers.
6. Ability to manage dental clinic team and oversee clinic operations in providing comprehensive aspects of oral health care.
7. Ability to provide technical expertise to paraprofessionals.