

PUBLIC HEALTH REGIONAL DENTIST SUPERVISOR

This is professional dental work in the administration and supervision of public health dentistry in one of four geographical regions in the State. This work is identified in the Division of Health Services, Department of Human Resources.

An employee at this level supervises the work of dentists and dental hygienists in dental health education and clinical treatment in a geographical region. Work involves consultation with local health personnel in developing programs of dental health and clinics for the treatment of children, and with schools, towns, and communities to promote fluoridation and other statewide programs. The consultant is responsible for planning a regional dental program and coordinating between the Dental Health Section, the regional office, and local public health departments. The consultant is responsible for the legal supervision of all public health dentists in the region working under a dental intern permit.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Assigns field staff dentists and hygienists within the region in coordination with the assistant chief and regional office director. Conducts research and surveys to gather baseline data pertinent to the region, and provides input into the development of statewide goals.

Organizing and Directing - Makes changes in assignments and work priorities at times to meet the needs of the area. The area of assignment for staff is determined by the needs of the area and availability of staff; assists with the development of individual yearly work plans.

Budgeting - Provides input to the chief concerning local and State program needs from which budget requests are developed. Develops and monitors travel budgets for regional staff.

Training - Assists the chief and assistant chief in developing and conducting an orientation course for new staff, and orients new staff in the region. Conducts follow-up visits to evaluate and assist new staff.

Setting Work Standards - Participates with the chief, assistant chief, and other regional consultants in developing dental health unit standards, procedures, and policies. Assures the implementation of the program, and the regional office administrative policies and procedures.

Reviewing Work - Reviews work of regional staff through weekly reports of services and itineraries, regular monthly field visits, letter, telephone, and quarterly review of each staff member's yearly work plan.

Counseling and Disciplining - Counsels staff as needed. The regional director or chief determines this employee's role in disciplining employees.

Performing Other Personnel Functions - Assists in interviewing and selecting new staff, appraises performance of new staff, assists the regional director in making salary adjustments, and monitors leave.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The dental section at the regional level responds periodically to changes in methodology, new programs, new techniques, and the needs of the geographical area. The employee frequently consults with the community, schools, and health personnel to promote and implement the dental health programs; many counties in the State still do not have these programs.

Variety of Work Supervised - Supervises dentists, dental hygienists, and dental equipment technician in the delivery of the dental health program.

Number of Employees Responsible For - Ten to fifteen.

III. EXTENT OF SUPERVISION RECEIVED: Administrative instruction and guidelines are received from the regional director, and professional and technical instruction and guidelines are received from the chief through reports, itineraries, periodic office visits and conferences, letters, telephone, and State dental consultants' meetings. Daily work is performed independently under general supervision from the assistant chief, but most changes must be discussed with the assistant chief.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employee supervises staff in a large geographical area of the State.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities –

Thorough knowledge of modern dentistry and recent developments in the field of dentistry. Considerable knowledge of departmental policies, rules, and regulations pertaining to dental health services. Considerable knowledge of dental health problems in the community or health facilities to which assigned. Ability to supervise both professional and subprofessional personnel. Ability to establish and maintain effective working relationships with patients, departmental personnel from other professional disciplines within the institution, clinic, or community setting. Ability to prepare and deliver lectures on dental health education to professional and community groups.

Minimum Education and Experience –

Licensed to practice dentistry in the state of North Carolina and two years of experience in public health dentistry.

Special Note –

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.