



## **RIVER HILLS COMMUNITY HEALTH CENTER**

### **POSITION OPENING**

**Date:** July 23, 2025

**Job Listing:** Dentist-Richland, Iowa

We are searching for a full-time General Dentist at our Keokuk County Clinic in Richland. The position will provide direct and appropriate clinical care and treatment to chronic and acute patients in an outpatient clinic setting.

The *National Health Service Corps (NHSC) Loan Repayment* program is available. See <https://nhsc.hrsa.gov/loan-repayment/nhsc-loan-repayment-program> on the web for more information.

**NATURE AND SCOPE:** Diagnose and treat problems with a patient's teeth, gums, and related parts of the mouth. Provide advice and instruction on taking care of teeth and gums and on diet choices that affect oral health.

#### **DUTIES AND RESPONSIBILITIES:**

1. Provide leadership and direction to non-dentist clinic staff.
2. Effect overall clinic results. Meet or exceed all measurable standards of care, including overall clinical, quality, and productivity goals.
3. Ensure accuracy, efficiency, and appropriate confidentiality with patient charting and related recordkeeping and administrative functions as assigned.
4. Ensure the delivery of all dental treatment and care is consistent with all regulatory, accreditation, and professional standards, including dental clinical policies and quality initiatives.
5. Understand and ensure all practices and procedures related to the delivery of dental services are consistent with contracted protocols and procedures.
6. Develop and ensure favorable relationships with all patients and their families. Achieve commitments from patients to adhere to an effective plan

of care and ensure all patient services are delivered in a caring and professional manner.

7. Develop and ensure favorable relationships with vendors, contractors and payer sources.
8. Develop and ensure ongoing, positive relationships and collaboration with other dentists, dental assistants, dental hygienists, administrative and clinic operations staff.
9. Ensure all actions, job performance, personal conduct and communications always represent the organization in a highly professional manner.
10. Complies with Corporate Compliance Program policies and code of conduct, and all laws, rules and regulations relating to the position. Has a duty to report any suspected violations of the law or the standards of conduct to his/her immediate supervisor, the HR Director, or the Compliance Officer.

### Primary Tasks & Duties

1. Remove decay from teeth and fill cavities
2. Repair cracked or fractured teeth and remove teeth
3. Straighten teeth to correct bite issues
4. Place sealants or whitening agents on teeth
5. Give anesthetics to keep patients from feeling pain during procedures
6. Write prescriptions for antibiotics or other medications
7. Examine x rays of teeth, gums, the jaw, and nearby areas for problems
8. Make models and measurements for dental appliances, such as dentures, to fit patients
9. Teach patients about diet, flossing, use of fluoride, and other aspects of dental care
10. Operate a variety of equipment, including x-ray machines, drills, mouth mirrors, probes, forceps, brushes, scalpels, lasers, digital scanners, and other computer technologies.

### Essential Functions/Key Competencies

1. Demonstrate a high level of skill at building relationships and customer service.
2. Demonstrate interpersonal savvy and influence skills in managing difficult clients and patients.
3. Demonstrate high degree of knowledge and competency in the practice of medicine and associated charting requirements.
4. Requisite skills and ability to perform certain medical tasks as assigned
5. Demonstrate a high level of problem-solving skill to better serve patients and staff.
6. Strong attention to detail and accuracy.

7. Ability to utilize computers for data entry and information retrieval.
8. Excellent verbal and written communication skills.
9. Ability to implement, and evaluate operational and administrative processes.

#### MINIMUM QUALIFICATIONS:

Education: DDS from an accredited educational institution.

#### Knowledge Skills and Abilities:

1. Licensed to practice Dentistry in the State of Iowa.
2. Maintains CEUs as required for continued active license.
3. Possess a current Iowa Controlled Substances Act Certificate of Registration.
4. Possess a current United States Department of Justice, Drug Enforcement Administration Controlled Substance Registration Certificate.
5. Demonstrated expertise in relevant medical practices, protocol, trends and best practices in clinical areas assigned.
6. Demonstrated knowledge and success in effecting overall dental operations.
7. Experience/Knowledge of federal, state and local regulations and standards associated with the delivery of care in a community health center environment.
8. Ability to manage multiple responsibilities and emergency situations successfully.
9. Proficiency in knowledge of office management, use of computer, software packages, electronic dental record and office machines.
10. Certification in Basic Life Support (BLS).

#### Physical Requirements:

1. This job requires significant physical effort and involves fine manual dexterity, lifting and maneuvering patients and extensive walking and standing 75% of the time.
2. Visual and acuity necessary to monitor patient care.
3. Must have hearing within normal range to elicit and detect pertinent information while communicating with patients and health team. Must be able to detect changes in patient condition through accurate use of auditory monitoring devices, such as stethoscope and to hear and respond to mechanical alarms.
4. Bending and reaching approximately 20% of the time
5. Normal overtime/extended work hours

This job description is intended to describe the general nature and level of work performed by the individual assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

Interested candidates please submit a cover letter and CV to:

River Hills Community Health Center  
Attn: HR Director  
P.O. Box 458  
Ottumwa, Iowa 52501

Or for more information, contact Patti Maloy, HR Generalist at (641) 954-9971 x1215 or email [pmaloy@riverhillshealth.org](mailto:pmaloy@riverhillshealth.org)