



Job Title	General / Pediatric Dentist
Department	Mālama Niho Oral Health
Reports To	Executive Director
Status / Classification	Full-time 1.0 / Exempt
Date Reviewed	5/5/26

POSITION DESCRIPTION

The General & Pediatric Dentist is responsible for providing comprehensive preventive, restorative, and emergency dental care for pediatric, adolescent, and adult patients within the scope of general dentistry. This position supports Hui No Ke Ola Pono's mission by delivering high-quality, culturally responsive oral health services in clinic, school-based, community-based, and mobile settings.

The General & Pediatric Dentist works collaboratively with Oral Health, Medical, Behavioral Health, Community Care, and outreach teams to support integrated, patient-centered care for Native Hawaiian and underserved communities across Maui County.

This position places additional emphasis on pediatric oral health, early intervention, prevention, patient and caregiver education, and creating a positive and trauma-informed dental experience for children and families.

DUTIES AND RESPONSIBILITIES

Clinical Responsibilities

1. Provides comprehensive dental examinations, diagnosis, treatment planning, preventive care, and restorative treatment for pediatric, adolescent, adult, and geriatric patients.
2. Provides age-appropriate dental care for infants, children, adolescents, and patients with special healthcare needs within the scope of general dentistry.
3. Performs dental procedures including but not limited to:
 - a. Exams and evaluations
 - b. Radiographs
 - c. Preventive services
 - d. Fluoride treatments
 - e. Sealants
 - f. Restorations
 - g. Scaling and root planing
 - h. Extractions
 - i. Pulp therapy within scope
 - j. Stainless steel crowns
 - k. Space maintainers

- l. Endodontic procedures
 - m. Crowns and bridges
 - n. Denture services
 - o. Emergency dental treatment
- 4. Provides emergency dental care, including evaluation, pain management, treatment coordination, referrals, and appropriate prescribing practices.
- 5. Develops and manages individualized treatment plans while coordinating continuity of care with other providers and specialists.
- 6. Provides patient and caregiver education regarding:
 - a. Oral hygiene
 - b. Nutrition
 - c. Cavity prevention
 - d. Disease management
 - e. Oral-systemic health connections
 - f. Early childhood oral health
- 7. Utilizes behavior guidance, communication techniques, and trauma-informed approaches to support positive patient experiences and reduce dental anxiety.
- 8. Collaborates with dental hygienists, dental assistants, medical providers, behavioral health staff, school personnel, and community care teams to support integrated care delivery.
- 9. Provides clinical guidance and support to assigned dental auxiliary staff and assists in maintaining safe, effective, and efficient patient care delivery.
- 10. Assists with clinical operations and patient flow as needed to support continuity of care and access to services.

Administrative & Compliance Responsibilities

- 1. Completes timely, accurate, and compliant documentation in the Electronic Health Record (EHR), including coding, treatment notes, prescriptions, referrals, and encounter closure for billing purposes.
- 2. Obtains and documents informed consent prior to treatment in accordance with organizational policies and legal requirements.
- 3. Maintains compliance with:
 - a. HIPAA regulations
 - b. OSHA standards
 - c. Infection control protocols
 - d. Hawaii State Board of Dental Examiners regulations
 - e. Credentialing and privileging requirements
 - f. Organizational policies and procedures
- 4. Participates in quality improvement activities, peer review, chart audits, risk management activities, and program compliance initiatives.
- 5. Assists with departmental projects, operational improvements, workflow development, and program initiatives as assigned.

6. Attends and participates in:
 1. Staff meetings
 2. Provider meetings
 3. Trainings
 4. Continuing education
 5. Organizational events
7. Supports organizational initiatives, strategic goals, and departmental development efforts.
8. Performs other duties as assigned.

Provider Performance & Productivity Expectations

1. Maintains provider productivity standards and scheduling expectations established by the Oral Health Program and organization.
2. Completes patient encounters, treatment documentation, coding, and chart closure within required timelines.
3. Demonstrates effective treatment plan management and follow-through to support continuity of care and patient completion rates.
4. Supports organizational goals related to:
 - Patient access
 - Continuity of care
 - Preventive care utilization
 - Treatment completion
 - Patient satisfaction
 - Quality outcomes
5. Maintains consistent attendance, reliability, and timely communication regarding scheduling, patient care, and operational needs.
6. Participates in quality improvement initiatives and utilizes feedback, reporting, and performance data to support ongoing professional development and program improvement.
7. Works collaboratively with leadership and support staff to improve operational efficiency, patient flow, and access to care.
8. Maintains appropriate clinical productivity while ensuring quality patient care, professionalism, safety, and compliance standards.
9. Supports timely management of patient referrals, lab cases, prescriptions, and follow-up care coordination.
10. Participates in organizational and departmental performance initiatives, including chart audits, peer review activities, compliance reviews, and patient care quality monitoring.

Community Outreach & Place-Based Care Responsibilities

1. Supports outreach, mobile dental services, and place-based care initiatives throughout Maui County as assigned.
2. Provides culturally responsive care to Native Hawaiian and underserved community populations.

3. Collaborates with community partners, schools, healthcare providers, and referral agencies to support coordinated oral health services.
4. Serves as a professional representative of Hui No Ke Ola Pono within the community and supports organizational outreach and engagement efforts.
5. Participates in community education, prevention activities, and oral health promotion efforts.
6. Assists in strengthening relationships with community organizations and external partners that support oral health access and services.

Collaboration & Operations

1. Collaborates with dental hygienists, dental assistants, medical providers, behavioral health staff, and community care teams to support integrated care delivery.
2. Provides clinical guidance and support to assigned dental auxiliary staff and assists in maintaining efficient clinic operations.
3. Assists with clinical workflow, patient access initiatives, operational improvements, and departmental projects as assigned.
4. Supports outreach, mobile dental services, place-based care initiatives, and community events as needed.
5. Develops and maintains positive working relationships with community partners, referral agencies, schools, and healthcare organizations.
6. Serves as a professional representative of Hui No Ke Ola Pono within the community and supports organizational outreach and engagement efforts.
7. Attends and participates in:
 - Staff meetings
 - Provider meetings
 - Trainings
 - Continuing education
 - Organizational events
8. Supports organizational initiatives, strategic goals, and departmental development efforts.
9. Performs other duties as assigned.

Physical Demands

The essential job functions for this position include but may not be limited to those listed in this job description. Employees hired for this position must be able to perform the essential functions of this job without imposing significant risk of substantial harm to the health or safety of themselves or others. Requires frequent driving, sitting, standing, walking, lifting (up to 60 lbs), and assisting individuals with mobility limitations.

QUALIFICATIONS

1. Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DMD) degree from an accredited institution.
2. Current, unrestricted license to practice dentistry in the State of Hawaii.
3. DEA registration and prescribing authority in good standing.
4. Current CPR/BLS certification required prior to employment or must be obtained through HNKOP upon hire.

Skills/ Experience

1. Minimum two (2) years of clinical dental practice experience preferred.
2. Experience treating pediatric patients and providing family-centered dental care preferred.
3. Proficiency or experience with Dentrix, Dexis, DTX Studio, and other dental practice management and imaging systems preferred. Experience with Intergy EHR or similar electronic health record platforms helpful.
4. Experience working in community health, public health, nonprofit, rural, or underserved settings preferred.
5. Ability to provide culturally responsive care to Native Hawaiian and diverse community populations.
6. Experience working in outreach, mobile, or community-based care settings preferred.
7. Ability to work independently while collaborating effectively within a multidisciplinary team environment.
8. Strong organizational, communication, and time management skills.
9. Proficiency with Microsoft Office, Google Workspace, and other healthcare technology platforms.
10. Ability to adapt in a fast-paced clinical environment and manage multiple priorities

Other

1. Valid State of Hawaii Driver's License required with clean traffic abstract
2. Flexibility to travel locally to community partner sites and events
3. Annual TB test required and hepatitis B series recommended.

The above information of this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential functions of this position.

EMPLOYEE:	DATE:
SUPERVISOR:	DATE:
EXECUTIVE DIRECTOR:	DATE: