



## POSITION DESCRIPTION

**TITLE:** Dental Director/Dentist  
**REPORTS TO:** Chief Executive Officer  
**SALARY:** \$139 hr (16 – 20 Hours Per Week)  
**SCHEDULE:** Part Time; Non-Exempt  
**DATE:** August 2025

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## POSITION SUMMARY

**Dental Director/Dentist:** The Rhode Island Free Clinic (RIFC) seeks an experienced, mission-driven General Dentist to serve as Dental Director. This part-time leadership role (16–20 hours/week) oversees the Clinic’s dental department, including a dedicated team of dental volunteers, a staff Public Health Dental Hygienist, and a Dental Assistant. The Dental Director is responsible for ensuring high-quality, patient-centered dental care for uninsured, low-income adults across Rhode Island. They will oversee quality assurance (QA) and quality improvement (QI) efforts within the department and play a key role in volunteer recruitment and engagement.

## RESPONSIBILITIES

### Leadership & Oversight

- Serve as the primary clinical authority and decision-maker for all dental services at the Clinic.
- Supervise the Public Health Dental Hygienist through a collaborative agreement
- Supervise the Dental Assistant and dental volunteers (dentists, students, or any other relevant dental volunteers).
- Oversee all dental workflows and ensure integration with the broader medical operations of the Clinic.
- Participate in Medical Advisory Committee (MAC) meetings as appropriate.

### Quality Assurance & Improvement

- Lead QI/QA initiatives for the dental department; review clinical outcomes and implement improvements.
- Ensure patient charts, documentation, and dental records are maintained in accordance with HIPAA and regulatory standards.
- Maintain up-to-date protocols and procedures, aligned with ADA, OSHA, CDC, and Rhode Island Department of Health guideline.
- Stay current on trends and policies impacting safety-net oral health services and incorporate best practices.

### Volunteer Engagement & Recruitment

- Assist with the recruitment, onboarding, and retention of volunteer dentists, dental hygienists, and dental students.

- Foster a positive and collaborative environment for all dental volunteers.
- Provide training and guidance to ensure adherence to Clinic protocols and standards.
- Partner with Deputy Director and Volunteer Coordinator to ensure all clinical volunteers are properly credentialed and supported.

### **Clinical Services**

- Responsible for the provision of general dentistry during clinic sessions.
- Responsible for coordinating volunteer dentist clinical schedules, for both general dentistry and specialty services such as Oral Surgery and Periodontics.
- Ensure that all dental services meet standards for safety, efficiency, and patient satisfaction.
- Ensure all prescriptions are in accordance with community standards and Free Clinic protocols.
- Manage dental treatment plan as best possible within Rhode Island Free Clinic resources, and refers when necessary to appropriate community resources.
- Work with the Deputy Director and Clinical Operations Manager to manage supply inventory, equipment maintenance, and dental program budgets.
- Serve as a clinical resource and mentor to students and volunteers.

### **QUALIFICATIONS:**

- DDS or DMD from an accredited institution; active and unrestricted license to practice dentistry in Rhode Island required.
- Previous leadership or supervisory experience strongly preferred.
- Experience in safety-net, community-based, or volunteer-based settings preferred.
- Strong commitment to serving diverse, underserved populations.
- Ability to manage a dynamic volunteer workforce and work collaboratively with multidisciplinary teams.
- Excellent organizational, communication, and mentorship skills.
- Bilingual in Spanish preferred.
- Familiarity with EMR systems required.

### **SCHEDULE:**

- The schedule is flexible: Mondays-Thursdays 7:30-5:00PM
  - o Schedule involves three (3) clinical sessions per week and one (1) administrative session

### **ORGANIZATION DESCRIPTION**

Rhode Island Free Clinic ([www.rifreeclinic.org](http://www.rifreeclinic.org)) provides free comprehensive health care to uninsured, working poor, and low-income adults from throughout Rhode Island; and, serves as an educational site for trainees in health care fields. Care is provided through a dynamic network of volunteer medical professionals working with academic, dental, behavioral health, and community partners, leveraging robust health care resources with a vitality that is unmatched in Rhode Island and remarkable in the nation. In 2024 the Clinic mobilized over 450 volunteers and community partners to provide over 6,400 patient visits and encounters to underserved adults.

**TO APPLY:** Please email resume and cover letter to: [info@rifreeclinic.org](mailto:info@rifreeclinic.org). No calls please.

***Rhode Island Free Clinic EEO Statement:***

*The Rhode Island Free Clinic provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*