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**JOB DESCRIPTION**

**TITLE:** Dental Hygienist

**CLASSIFICATION:** Regular, Full Time, Non-exempt position

**DAYS/HOURS:** Monday through Friday, 32-40 hours per week,

**RESPONSIBLE TO:** Dental Director

**JOB SUMMARY:**

At the direction of the Dental Director, performs dental measures designed to preserve teeth and prevent the spread of oral disease by performing the duties outlined below. Participate as member of the Dental Services Team.

**ESSENTIAL RESPONSIBILITIES:**

Any and all duties as assigned by the Dental Director, up to and including:

1. Greet and seat patients, makes them feel at ease in the dental environment.
2. Prophylaxis and scaling of patient’s teeth to remove supragingival and subgingival deposits of calculus.
3. Subgingival curettage and root planning for treatment of periodontal disease.
4. Topical application of fluoride gels, foam and varnishes are routinely for all patients under age 18 and for adults with high caries rate, de-calcified areas, or root sensitivity.
5. Polishing of patient’s teeth with prophy cup and brush to remove stain and plaque.
6. Flossing of patient’s teeth and instruction in proper use of dental floss.
7. Clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums.
8. Palpate lymph nodes under patient’s chin to detect swelling or tenderness that could indicate presence of oral cancer.
9. Palpate and visually examines gums for sores and signs of disease.
10. Expose, read and interprets digital x-ray images.
11. Chart oral conditions including periodontal probing of pockets and depths where indicated into Dentrix EDR and approve clinical notes each day.
12. Examine gums to locate periodontal recessed gums and signs of gum disease.
13. Perform expanded functions to the extent allowed by law, i.e., administering local anesthetics and under a dentist’s supervision.
14. Provide fissure sealants where designated by dentist’s orders.
15. Chart conditions of decay and disease for diagnosis and treatment by dentist.
16. Provide chair side instruction in oral hygiene procedures, periodontal disease, nutrition, tobacco counseling and oral disease prevention.
17. Clean, maintain and sterilize all instruments and sharpens scaling instruments.
18. Document treatment rendered in patient chart, review health history, superbill paperwork, and return chart to front office.
19. Maintain machines, equipment and supplies inventory.
20. Maintain hygiene operatory. Clean suction with disinfectant solution, clean trap, cavitron, chair, and replenish room supplies.
21. Assist other staff with weekly shutdown, monthly reports, in service and department educational development activities.
22. Provide clinical services and health education to improve and maintain oral health of school children.
23. Prepare and present oral health presentation as needed to the community.
24. Maintains patient confidentiality at all times.
25. Perform other duties as assigned.
26. Must have Blood Borne Pathogens, HIPAA, ISSA, Hazardous Materials certificates and California Infection Control and law certificates.
27. Maintains current CPR and RDH license.

**MINIMUM QUALIFICATIONS:**

Graduate of an accredited dental hygiene school or program and a minimum of 5 year experience. Competence in operation of standard dental equipment, ultrasonic scaler, prophyjet, x-ray, radiograph processor, panelipse, dental chair and unit, sterilizers, hand scalers, and curettes. Knowledge of OSHA Blood-borne Pathogen Standard and adhere to safety rules and professional standards. Current California State hygiene license and CPR card, RDH and Radiation Certification. Strong commitment to mission, policies and goals of the tribal clinic.

**DESIRABLE QUALIFICATIONS:**

Native American preferred. English-Spanish bilingual skills highly desirable. Tactful and cheerful manner. Current driver’s license, access to reliable transportation. Computer skills (MS Office Suite) desired. Willingness to receive continuing education training (some travel required).

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret program forms, grants, and documents. Ability to respond to common inquiries or complaints from patients, regulatory agencies, or members of the business community. Ability to effectively present information to the Dental Director, Executive Director and/or the Health Board as needed.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratios, and percentages, and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, and/or schedule form.

**PHYSICAL REQUIREMENTS:**

This position is physically and emotionally challenging. There is a high degree of stress and physical activity. These activities can include: walking, stooping, bending, lifting up to ten (10) pounds, sitting, normal range vision correctable to 20/20, ability to hear within normal range, writing, ability to deal with time constraints and emotional stress.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to odors or airborne particles. The noise level in the work environment is usually within normal range.

**I have received, read, understood, and agree to perform the duties described in the above job description.**

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Signature of Employee Date

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Printed Name of Employee Date