

Sunshine Community Health Center Job Description

Job Title: Dental Hygienist
Department: Dental Services
Reports To: Dentist
FLSA Status: Non-exempt

SUMMARY: Responsible for treating and educating patients in the control and prevention of oral disease such as caries (cavities), and periodontal (gum) disease through proper oral hygiene and regular professional care.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides direct patient care by providing prophylaxis, fluoride treatment, sealants, patient education, perio examinations, perio scaling and root planning, overhang removal, application of desensitizing medication, oral cancer examination, and blood pressure checks.
2. Recognizes and responds to emergencies
3. Maintains cleanliness in work areas
4. Maintains equipment; oils hand pieces, turns processor and pumps on and off
5. Maintains, cleans and wraps operatory instruments
6. Cleans and stocks operatory rooms
7. Assists with inventory control
8. Uses appropriate procedural coding
9. Schedules patients and assures a minimum of time lost.
10. Charts dental examinations on the appropriate forms, filing, and records data entry
11. Obtains and files dental care records
12. Complies with "Universal Precautions" for infection control
13. Practices within the scope of education, training, and personal capabilities
14. Takes and processes several types of dental x-rays
15. Performs patient callbacks as needed
16. Assists in providing prompt, professional care of patients to the clinic
17. Maintains and fully understands the importance of patient confidentiality, and HIPAA compliance.
18. Functions at all times in a safe and professional manner.
19. Follows job related Occupational Safety and Health Administration and Center for Disease Control and Prevention requirements.
20. Keeps supervisor informed and attends dental meetings, all staff meetings, and other interdisciplinary meetings as indicated
21. Maintains a recall (tickler) system
22. Performs Dental Assistant duties as needed
23. Other duties as required

SUPERVISORY RESPONSIBILITIES:

Works under the supervision of the Dentist. Supervision is received through personal conferences, general observation of work in progress and periodic review by supervisor of completed work.

QUALIFICATIONS:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Current (annual) TB screening and Hepatitis B immunization is requested of all SCHC employees.

EDUCATION, Licensure and/or EXPERIENCE:

Possession of a bachelor's degree from an accredited college or university with a major in dental hygiene; or a bachelor's degree supplemented by completion of training in an accredited school of dental hygiene; or possession of an associate degree from an accredited school of dental hygiene, and two years full-time work experience as a Dental Hygienist. Possession of a current State of Alaska Dental Hygiene license, and a current State of Alaska anesthesia license.

KNOWLEDGE AND ABILITIES

1. Knowledge of dental hygiene procedures, techniques, and tools.
2. Knowledge of medications used in conjunction with dental hygiene work
3. Knowledge of OSHA Bloodborne Pathogen Standard and adherence to safety rules and standards
4. Skill in cleaning teeth and examining mouth and teeth for anomalies
5. Skill in operating x-ray equipment, and processing film
6. Skill in anesthetizing patients
7. Knowledge of medical record keeping and dental charting
8. Ability to keep accurate records and legible charts
9. Ability to work effectively with Dentist, co-workers, and patients.
10. Ability to perform dental assistant duties as needed
11. Ability to multi-task
12. Excellent organizational skills
13. Computer skills
14. Excellent communication skills and willingness to work as a member of a team
15. Willingness to learn and be part of a group committed to providing excellent care
16. Current on tuberculosis screening
17. Current on Hepatitis B immunizations

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is required to sit for long periods of time, speak, hear, write, reach with hands and arms, manual dexterity to handle small sharp instruments, stoop, kneel and operate a keyboard. Employee must also have visual acuity to

read small print and view a computer monitor, reach to the top of a five drawer filing cabinet, lift boxes of no more that 30 lbs. Ability to drive a motor vehicle required.

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 of this position

While performing the duties of this job, the employee generally works within the interior of a healthcare clinic/office environment. Employee may travel between multiple worksites and be responsible for own transportation. Out of area travel may be required on occasion. The general work environment is clean with a moderate temperature and noise level. Employee will be required to use a computer and other office equipment and participate in communication through typing, reading, writing and telephones, etc. The employee may be in contact with patients under all conditions and circumstances, e.g., illness, emotional duress and hostility. Daily work activities also involve contact with the general public, staff members and government representatives under all conditions and circumstances.

OSHA:

The employee may be exposed to infectious waste, blood, body fluids, communicable/infectious diseases, air contaminants and hazardous chemicals. All SCHC facilities are non-smoking. SCHC will provide the employee instructions on how to prevent and control such exposures. The employee may be exposed to the Hepatitis B Virus. SCHC will make the Hepatitis B vaccination available to all employees free of charge

Employment Practices:

SCHC is an Equal Opportunity institution and does not discriminate against any person in employment or in admission, treatment or participation in its programs and benefits on the basis of race, color, and national origin, and creed, ability to speak English, disability, sex, age or marital status, veteran status or any other protected class. Persons alleging unequal treatment should contact the Executive Director at (907)733-2273.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me. I agree to perform the functions of my position in a safe manner and within SCHC's established policies and procedures.

_____ Employee Printed Name	_____ Date
_____ Employee Signature	_____ Date
_____ Supervisor Signature	_____ Date