POSITION SUMMARY

Title: Dental Hygienist

Reports To:

Updated on:

Status: Non-Exempt

Approved By:

POSITION SUMMARY
Provide quality dental care and associated services to patients under the general supervision of a dentist and using established dental hygiene procedures. Assist other staff in a variety of patient care, office and laboratory duties. Perform broad responsibilities for clinic and community dental health education activities.

PRIMARY ACCOUNTABILITIES

Achieve Results
1. Improve the oral health of patients through the delivery of periodontal therapies and other dental hygiene-related services.
2. Enhance the efficiency of the clinic by performing expanded duties as allowable by law and as directed by the dentist.
3. Ensure all patients enjoy a positive experience, and are treated with the care and compassion expected.
4. Ensure all patient records and related documentation are managed and maintained timely, accurately, and consistent with all HIPAA and related regulations and requirements.

Operational Excellence
5. Ensure all tasks provided and associated with patient care, patient administrative processes, and related duties comply with all regulatory and accreditation standards, as well as clinic policies and procedures.
6. Ensure direct patient care is delivered using established dental hygiene procedures.

Relationships
7. Develop favorable relationships with all patients. Interact positively with patients to provide information and education about oral hygiene, handle and resolve patient concerns with enthusiasm and empathy.
8. Establish favorable working relationships with all staff members associated with clinic operations, including Patient Services Reps (PSR), dental assistants, dentists, and related staff.

Stewardship and Professionalism
9. Uphold and consistently represent the values and mission of the organization at all times. Represent the organization in a highly professional manner at all times.
10. Ensure compliance and attention to all corporate policies and procedures.
11. Complete continuing education as necessary to retain state license.

ESSENTIAL FUNCTIONS
1. Provide direct patient care and dental services as trained, licensed, and assigned. Assess dental condition and needs of patient using approved patient screening procedures, including medical history review, dental charting, and periodontal charting.
2. Evaluate overall oral health, examining oral cavity for signs of periodontal disease or possible cancers, including recessed & bleeding gums, and oral lesions.
3. Expose, process and mount radiograph films.
4. Document dental history or chief complaint; record and report pertinent observations and patient reactions to dentists, as appropriate.
5. Document lab procedures and ensure follow up on results.
6. Follow through with oral hygiene procedures in accordance with treatment plans prescribed by the attending dentist. Procedures may include: Prophylaxis, periodontal scaling, root planning, debridement, supra and subgingival scaling and curettage, application of fluoride treatments, and application of protective sealants.
7. Assist with or initiate emergency measures for sudden adverse developments during treatment of patients.
8. Conduct dental health clinics for community groups to augment services of dentists.
10. Educate patients in oral hygiene and dental care, including proper tooth brushing, flossing, nutrition and need for professional care.
11. Demonstrate commitment to the mission of the organization in promoting dental health.
12. Interact positively with a diverse, sometimes difficult, and demanding patient population. Provide service in a manner that is appropriate for the patient’s age; demonstrate knowledge and skills necessary to meet the patient’s physical, psychosocial, educational and safety needs.
13. Read, write, and maintain patient records and related administrative documentation.
14. Utilize the requisite tools, systems, technology and equipment in the collection of patient data, records management and collections.
15. Demonstrate knowledge and understanding of dentistry procedures, clinic infection control procedures, cleaning and sterilization of instruments, tray setup and materials.
16. Demonstrate knowledge of established oral hygiene concepts and periodontal therapies.

POSITION REQUIREMENTS

Education

- High school diploma or equivalent.
- Successful completion of an accredited dental hygienist program.
- Current Registered Dental Hygienist with state licensure.
- Current CPR and radiation safety certification.
- Certification to administer local anesthesia is preferred.

Experience

- Demonstrated success with clear thinking and ability to reorganize as needed.
- Demonstrated success in working independently, prioritization and problem solving.
- Demonstrated success in organization abilities.
- Demonstrated success in computer skills including ability to use computer for scheduling, dental records and digital x-rays.
- Demonstrated success in customer service/patient services or working with the general public, preferably in a medical care facility.
- Demonstrated success in managing difficult customer/patient situations
- Significant knowledge of dental practices and procedures.
- Demonstrated success and experience with direct patient services and the proper knowledge and use of dental devices and equipment.

Working Conditions (Check one or all depending on the working conditions of the position)

- Normal clinic working environment. Requires good verbal and written communication skills. Must be able to speak and read the English language.
- Ability to move freely (standing, stooping, walking, bending, pushing and pulling).
- Ability to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
**Blood Borne Pathogen Exposure (Please Check One)**

_____ Category I: Job classification includes ALL employees who have occupational exposure* to blood borne pathogens* (blood or body fluids) while performing their job duties.

_____ Category II: Job classification includes employees who are likely to have SOME occupational exposure to blood borne pathogens because Category I tasks may occasionally be required.

_____ Category III: Job Classification includes those employees who perform jobs and tasks where NO CONTACT with blood borne pathogens occurs and Category I and Category II tasks ARE NOT a condition of employment.

**Additional Requirements**