



Position Description

Position Title: Dental Hygienist
Department: Dental
Reports To: Dental Office Director
Status: Exempt

Summary

The individual will be responsible for the planning, development and implementation of patient and family hygiene programs, operational procedures in accordance with Health Center policies, and patient care.

Duties & Responsibilities

- Provide comprehensive dental hygiene services to infants, children and adults patients which includes taking medical history; vital signs; charting; soft tissue exam; periodontal charting; scaling and root planning; x-rays; sterilization; treatment planning for hygiene; patient education and instruction
- Work cohesively with all staff to develop a comprehensive prevention based education program for patients, community organizations and schools
- Correspond directly with the Dental Office Director regarding treatment planning and case management issues
- Work with Dental Office Director and staff to ensure all safety, OSHA, and Health Center Standards are being adhered to by staff and students
- Assist with strategic planning initiatives, setting objectives and taking action to ensure objectives are realized
- Network with other dentists, hygienists, and health care workers in the region to support the dental program and the Health Center as a whole
- Speak to civic and other service groups on Dental topics as requested
- Keep current in field through reading appropriate journals, attending educational opportunities and networking with peers
- Instrument sharpening in order to keep instruments in the best working condition for optimal patient care
- Promote the mission, vision and values of the organization in all interactions
- Report to work as scheduled
- Other duties as assigned
- Knowledge and location of SDS sheets, and the emergency medical kit, dental policy and procedure binder
- Working knowledge of the EDR with direct responsibility of completing progress notes, billing procedures, and updating health histories on each patient
- Knowledge of dental equipment and supplies needed for all procedures
- Knowledge of coverage by Healthy Neighbor Plan, Forward Health and private insurances, along with required prior authorizations for services
- Completion of chart audits quarterly
- Knowledge and compliance of the dental department's scheduling guidelines

- Monthly meeting requirements with all dental staff, and bi-monthly meetings with hygiene and Dental Office Director
- Follows routine duties: time card punches, time card approval, emails, mailbox and voicemail

Qualifications

The individual must respect the confidentiality of patient information while performing job duties and to establish and maintain effective working relationships with patients, employees and public. The individual must also possess excellent understanding of prevailing standards of general dentistry practice and the ability to constructively participate in a clinical quality improvement. The position includes having to meet deadlines, deal effectively with time pressures and stress and write reports and correspondence. Intermediate math skills and legible handwriting is required.

Education and/or Experience

The individual must have completed an accredited dental hygiene program and be eligible to practice as a dental hygienist in Wisconsin. This position requires a current CPR certification.

Communication Skills

The individual must possess the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine correspondence; and speak effectively before customers. Bilingual skills (Spanish/English) are helpful, but not required. The individual must communicate with patients, families, communities, other health professionals and co-workers in a responsive and responsible manner to support a team approach to the maintenance of health and the treatment of disease. Engage others, appropriate to the specific care situation, in shared patient-centered problem solving.

Computer Skills

The individual must possess a working knowledge of computers and demonstrate the ability to learn practice management system.

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.

- Work may require sitting or standing for long periods of time; also stooping, bending and stretching
- Occasionally lifting 25 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier and other such equipment
- Possesses sight and hearing senses to function adequately so that the requirements of this position can be fully met.

Work Environment

The position is performed largely in a dental office. There could be exposure to chemicals used for cleaning and X-ray processing, and limited noise from equipment. Work hours are generally during normal business hours. Work hours include some evenings and otherwise are generally during normal business hours and average no more than 40 hours a week for full-time employees, 30 hours a week for limited full-time employees and less than 29 hours for part-time employees. Occasional unscheduled overtime may be required. Community involvement is encouraged but not required.

Acknowledgement

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date