



HHM Health Position Description

POSITION:	Dental Hygienist
DEPARTMENT:	Dental
JOB CODE:	
PAY RANGE:	
FLSA STATUS:	Non-Exempt
REPORTS TO:	Chief Dental Officer

PURPOSE OF THE POSITION:		
Dental Hygienists play a vital role in the success of our practice, ensuring patients are comfortable throughout their visit and receiving the very best oral health care possible		
SCOPE AND MAGNITUDE:		
POSITION FUNCTIONS:		
<p>Performs oral healthcare and risk assessments which include but not limited to:</p> <ul style="list-style-type: none"> ▪ Evaluates a patient's current health status including all medications ▪ Performs an extraoral and intraoral examination and oral cancer screening ▪ Completes a comprehensive dental and periodontal charting that includes a detailed description and evaluation of the gingiva and periodontium ▪ Develops a dental hygiene diagnosis based on the oral health findings ▪ Exposes, processes, and interprets dental radiographs (x-rays) ▪ Removes biofilm plaque and calculus (soft and hard deposits) from teeth both coronal and apical to (above and below) the gingival margin (gumline) using dental instruments ▪ Applies caries-preventive agents such as fluorides and sealants to the teeth ▪ Discusses the progress being made toward isolating evidence that notes the potential association between systemic and oral health and disease ▪ Provides patient education on biofilm plaque control and home care protocol by incorporating techniques and products that will become part of an individualized self-care oral hygiene program ▪ Counsels and coordinates tobacco cessation programs ▪ Educates patients on the importance of good nutrition for maintaining optimal oral health ▪ Ensures that the patient knows why they need continuing care and that they have a follow up appointment that is set by the office ▪ Other duties as assigned 		
SUPERVISION OF PERSONNEL:		
N/A	<u>TITLE OF DIRECT REPORTS</u>	<u>EXEMPT</u>
		<u>NONEXEMPT</u>
WORKING RELATIONSHIPS:		
Will interact both internally and externally with a variety of people, including but not limited to: executives, leadership, HHM office administrators or assistants, dental clinic staff and other coworkers; general public including patients and their relatives or support.		
KNOWLEDGE AND SKILL REQUIRED:		
EDUCATION: High School Diploma or equivalent required. Degree or certificate in Dental Hygiene from an accredited program and a valid state license required. Current CPR required.		

EXPERIENCE (and other qualifications): 1-3 years' related experience, specifically working in a clinical setting required. Experience in dental assisting techniques and procedures, modern dental materials (storage/handling/applications) is required. Strong MS Office skills with high level of comfort with computers in general. Must have experience working with patients from all backgrounds and cultures.

COMMUNICATION SKILLS: Spanish language ability preferred but not required. Must possess the ability to read, analyze and interpret general publications. Ability to effectively present information and respond to questions from groups of managers, coworkers, patients and providers. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the community.

MATHEMATICAL SKILLS: Must possess ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals

REASONING SKILLS: 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, oral, diagram or schedule form

PREFERRED REQUIREMENTS:

- Excellent professional written and verbal communication and interpersonal skills;
- Ability to produce quality work within tight timeframes;
- Capable of observing, receiving and otherwise obtaining information from all relevant sources then analyzing information/evaluating results to choose the best solution and solve problems

SOFT SKILLS:

- Knowledge of current social and economic problems pertaining to public health and their impact of primary health care.
- Cognizant of the prevalent stressors and their impact on both the professional provider and the patient population within HHM staff, the community, and all of HHM clinical/dental settings.
- Organized, dependable and a team player;
- Attention to detail and a have high sense of urgency;
- Must display good judgment, maintains confidentiality, sound decision-making, and be able to work independently, as needed;
- Flexible, adaptable and a high level of initiative;
- Able to establish and maintain interpersonal relationships;
- Work in a fast-paced environment and display strong customer service skills

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Works indoors with a variety of office equipment in the dental office and exam/procedure rooms that include well-lighted, well-ventilated, and adequate space. Frequent exposure to communicable diseases, bodily fluids, toxic substances, and other conditions common to working in a primary care setting. May be exposed to strains and injuries from patients and equipment
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; extensive reading; inspecting and observing information on a computer screen
- Must have hand/finger dexterity in order to fulfill functions of the role re: general dentistry and more complex procedures with adults and children
- Remains stationary at least 85% of the time; Must be able to move around the office up to 15% of the time to make copies, fax, file, etc.; Occasionally lifts and carries items weighing up to 25 pounds. Occasional stressful situations and irregular hours.
- Must be able to communicate clearly to coworkers and patients both in-person and over the telephone.
- This position requires constant communication and exchange of information with Healing Hands' employees, clients, vendors, providers and/or contractors

EFFECTIVE DATE: OCTOBER 2021

Healing Hands Position Description Acknowledgement

Title: DENTAL HYGIENIST

- I have reviewed this job description and I understand all my job duties and responsibilities.
- I am able to perform the essential functions as outlined.
- I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.
- If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)