



Job Title: Dental Hygienist

Department: Dental

Supervisor: Clinic Manager

FLSA Status: Non- Exempt

Approved Date: 1-1-18

Position Summary

This position is responsible for the provision of high quality clinical oral health care for patients, including examinations, x-rays, oral prophylaxis, oral hygiene instruction, nutritional counseling, fluoride treatment and placement of sealants. Participates in dental health projects within the community.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Updates health histories and vital signs as necessary.
2. Completes Radiographs based on RX or Provider request.
3. Administers local anesthesia and nitrous oxide analgesia, as per compliance with WA state law.
4. Performs expanded functions including placing and carving amalgam and composite restorations.
5. Completes patient screening, medical history and dental charting.
6. Applies fluoride and protective sealants, removes calculus, stain and plaque from above and below the gum line.
7. Delivers the highest level of care, periodontal therapies and other hygiene-related services to improve the oral health of patients.
8. Provides oral hygiene dental treatment and oral hygiene care and education in accordance with guidelines approved, issued, and regulated by WA state.
9. Works to assure that all responsible areas are fully compliant with all applicable federal and state rules, regulations and laws and with all CHCW objectives, systems, policies, procedures, directives and contractual agreements.
10. Reports to all scheduled work sites and shifts on time and prepared to engage in job responsibilities; location of work sites and shifts may change at the discretion of the supervisor.

Competencies

To perform the job successfully, the following competencies should be demonstrated.

Attendance/Punctuality - Is consistently at work and on time, as established; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

CHCW Culture - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values; follows policies and procedures; supports organization's goals and values; shows respect and sensitivity for cultural differences; follows

instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan; asks for and offers help when needed.

Communications - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; keeps others adequately informed; selects and uses appropriate communication methods.

Customer Service for Internal and External Customers/Patients - Manages difficult or emotional customer/patient situations; responds promptly to customer/patient needs; solicits customer/patient feedback to improve service ; responds to requests for service and assistance; meets commitments.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; maintains confidentiality per policy and regulations; fluent in Microsoft Office programs, including Word, Excel, PowerPoint and Outlook and job related software and computers; uses resources effectively; pursues training and development opportunities; adapts to new technologies; keeps technical skills up to date.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics; adapts to changes in the work environment; changes approach or method to best fit the situation.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Teamwork - Exhibits objectivity and openness to others' views; gives and welcomes feedback; establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

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.

Education and/or Experience

Associates Degree In Dental Hygiene from a college or university. Prior dental experience preferred.

Certificates, Licenses, Registrations

Registered Dental Hygienist (RDH) License
Current driver's license and auto insurance
Current CPR Certificate

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.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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 is occasionally exposed to high, precarious places; risk of radiation and vibration. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Print Name

Supervisor Signature

Date