

Job Title: Dental Hygienist
Department: Dental
Reports To: Dental Director
Salary Level: HHC-35
FLSA Status: Exempt
Approved By: Chief Executive Officer
Approved Date: January 2004

SUMMARY: Provide dental prophylaxis, fluoride treatment and patient education.

FUNCTIONS & RESPONSIBILITIES:

1. Provide dental, and where indicated, fluoride treatment for all clinic patients.
2. Providing of oral hygiene instruction to all clinic patients.
3. Provides root planning and curettage where indicated.
4. Takes and develops bite-wing and full-mouth radiographs as indicated.
5. Maintains clean and sterile atmosphere in hygienist's treatment room.
6. Maintains personal instruments at least to the stage of scrubbing and bagging for autoclave.
7. Charts treatments and findings meticulously.
8. Discloses and probes all patients, and charts findings.
9. Through education, improves the general "dental IQ" of patients.
10. Applies pit and fissure sealants where indicated.
11. Recognizes and prophylactic ally treats any patient with organic cardiac pathology.
12. Recognizes and treats simple emergencies; able to perform one and two person cardiopulmonary resuscitation well, and certified by the American Red Cross.
13. Provides screening, education and treatment at:
 - a. Hoopa Elementary School
 - b. Hoopa preschool
 - c. Orleans preschool
 - d. Day Care
 - e. Trinity Valley Elementary School
 - f. Hoopa High School
14. First priority in continuing education shall be as regards the administration of local anesthesia.
15. Establishes and maintains recall system.
16. Maintains stock of hygiene supplies and instruments/equipment.
17. Perform the duties of receptionist or office manager in the absence of these staff members.
18. As time permits, keep work area in a clean and presentable condition; work with other staff in keeping the entire clinic in a clean and presentable condition.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities, however in the absence of DDS or Doctor can direct auxiliary staff as necessary to complete patient care.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or competencies required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary responsibilities.

BASIC REQUIRED ABILITY:

PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS: Addresses clients by name; smiles when talking to clients, physicians, peers, and families; answers the telephone courteously and promptly; identifies self and department when answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts with clients and peers.

AGE-SPECIFIC COMPETENCE: Must demonstrate the knowledge & skills necessary to: 1) provide care appropriate to any age-related needs of the patients; 2) of the principles of growth and development appropriate; 3) to assess and interpret data about the patient's status in order to identify each patient's needs & provide the appropriate care needed by KMC's Life Stage Patient Groups. Life Stage Patient Groups are defined as infants, toddlers, preschool children, school age children, adolescents, young adults, middle-age adults, and late-stage older adults.

QUALITY IMPROVEMENT RESPONSIBILITIES: Responsible for helping to prepare, achieve, and maintain high quality healthcare. By serving on the various performance improvement subcommittees individual employees are directly involved in the generation or modification of policies & procedures that enable KMC to provide continuously improving healthcare.

COOPERATION: Must be a self-starter; seeks solutions; accepts constructive criticism; willing to adjust to changes; loyal to K'ima:w Medical Center.

PROFESSIONALISM: Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

INITIATIVE: Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K'ima:w Medical Center committees as appointed; demonstrates a desire for self improvement.

JOB SPECIFIC SKILLS & ABILITIES: Works within scope of Dental Hygienist License.

EDUCATION and/or EXPERIENCE:

A graduate of an accredited School of Dental Hygiene; clinical experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current CPR Certificate.

- State of California License for Dental Hygienist.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to read and understand dosages.

REASONING ABILITY: 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.

CONFIDENTIALITY: Employee must be aware of and adhere to K'ima:w Medical Center's Confidentiality Policy and deals appropriately with patient confidentiality at all times.

DRUG FREE WORKPLACE: Employee is subject to base line and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, 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 regularly exposed to blood-borne pathogens, airborne formites, infections and other contagious diseases; fumes or airborne particles; toxic or caustic chemicals; and vibration. The employee is frequently exposed to risk of radiation. The employee is occasionally exposed to risk of electrical shock and travel status (out of local area).. The noise level in the work environment is usually moderate.

Employee DATE

Supervisor DATE

Human Resource Director DATE

ANNUAL TRAINING REQUIREMENTS: At a minimum Employee is required to be certified for the following training 1) Health Stream courses, 2) CPR every two years, and 3) maintain CEU's.