



Four Rivers
Community Health Center

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South Central Missouri Community Health Center

JOB DESCRIPTION

JOB TITLE: Dental Hygienist
STATUS: Full-Time Non- Exempt
DEPARTMENT: Clinical/Dental
APPROVED BY: Board of Directors

Employee Signature: _____

APPROVAL DATE: _____

Date: _____

POSITION SUMMARY:

Promotes dental health by completing dental prophylaxis; providing oral cancer screening and radiographic studies; charting conditions of decay and disease; performing procedures in compliance with the dental practice act.

Supervision Exercised:

This position has no supervising duties.

Supervision Received:

Reports to the Staff Dentist or Dental Director

ESSENTIAL JOB RESPONSIBILITIES:

Responsible for performing procedures like removing deposits, plaque, and stains from teeth and examining gums for signs of disease. Will perform scaling and root planning, along with administration of topical and local anesthetic in accordance with licensure and job responsibilities. In addition, a hygienist will apply fluoride or sealant solutions to freshly cleaned teeth and possibly take x-rays for the dentist. Hygienists are also responsible for teaching patients about proper dental health and oral hygiene. May be required to show patients how to both brush and floss their teeth properly after completing procedures

Job Duties:

- Prepares treatment room for patient by adhering to prescribed procedures and protocols.
- Prepares patient for dental hygiene treatment by welcoming, soothing, seating, and draping patient.
- Provides information to patients and employees by answering questions and requests.
- Maintains instrumentation for dental hygiene treatment by sharpening, sterilizing, and selecting instruments.
- Selects materials and equipment for dental hygiene visit by evaluating patient's oral health.
- Completes dental prophylaxis by cleaning deposits and stains from teeth and from beneath gum margins.
- Detects disease by completing oral cancer screening; feeling and visually examining gums; using probes to locate periodontal disease and to assess levels of recession; exposing and developing radiographic studies.
- Arrests dental decay by applying fluorides and other cavity- preventing agents.
- Helps dentist manage dental and medical emergencies by maintaining cpr certification, emergency drugs and oxygen supply, and directory of emergency numbers.

- Educates patients by giving oral hygiene and plaque control instructions and postoperative instructions; providing reminders of time of next dental hygiene visit.
- Documents dental hygiene services by recording vital signs and medical and dental histories; charting in patient records.
- Maintains patient confidence and protects operations by keeping information confidential.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Ensures operation of dental equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Conserves dental resources by using equipment and supplies as needed to accomplish job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed

MINIMUM QUALIFICATIONS:

Associate Degree from an Accredited Dental Hygiene School
Possession of a Missouri Dental Hygienists License

WORKING CONDITIONS:

Mobile Dental Unit.

Small working environment

Perform all duties in a manner that promotes team concept and reflects the Community Health Center mission and philosophy

Willingness to work a flexible schedule when circumstances necessitate

Physical Demands: Lifting, bending, reaching, pushing, carrying, sitting, vision corrected in normal range, hearing corrected in normal range

Hazardous Conditions: Exposure to infectious diseases; potential exposure to physical violence

Exposed to: Cold/heat controls, close contact with sick people

Multiple Duties: Must be able to work under conditions of constant interruption and be able to stay on task.

This job description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities, and working conditions may change as organizational needs evolve.