

## DENTAL HYGIENIST – Full-Time

### Definition/Description

<b>REPORTS TO</b>	Dental Program Manager, Administrative Staff
<b>WAGE BAND</b>	Manager/Specialist

The Dental Hygienist provides direct patient care in the agency's public health dental clinic and off-site clinics, as needed. Works under supervision of the Dental Program Manager, Dentist and Administrative Staff to maintain services which promote oral health in the community. This position works both independently and collaboratively with other staff and has a high degree of accountability.

### Essential Functions/Responsibilities

#### Position-Specific Duties

- Performs medical/dental history and assessments, periodontal assessments, and charting
- Performs oral health treatment management recommendations, oral hygiene, scaling and root planning, prophylaxis, fluoride and sealant applications
- Completes teledentistry assessments in a variety of community settings or onsite in the absence of the Dentist
- Provides patient education, oral hygiene counseling, and behavior management
- Assists with management of on-site and off-site clinic operations, and other clinic operations as needed.
- Responds to in-person inquiries and dispenses necessary information
- Contacts patients for follow-up appointments when time allow
- Sterilizes and disinfects instruments and equipment and operatory rooms
- Greets, seats and prepares patients for dental visit
- Takes diagnostic and other x-rays
- Sets up instrument trays
- Maintains and monitors expiration dates of supplies
- Assists in updating program policies and procedures, as needed
- Schedules appointments and makes referrals as necessary
- Completes client intake and discharge
- Assists Dental Program Manager with creation and maintenance of educational modules for clients, schools, clinical staff, and the general public
- Assists with researching specialty and other dental providers and updates referral lists as needed
- Operates a variety of office equipment, including copier, fax, and computer
- Assists in maintaining clinic supply inventory and ordering as needed
- Works within the electronic dental record system
- Assists in transport, set up and take down of portable dental equipment at off-site events as needed
- Assists with maintenance and care of dental equipment and instruments as needed

## General Duties

- Prepares for and participates in regular meetings with staff and others as required
- Collaborates in the development of and contributes to individual, team, and agency quality improvement and evaluation activities
- Adheres to agency policies and guidelines
- Helps ensure compliance with applicable regulations
- Represents agency to external partners, groups, and the general public
- Builds and maintains effective relationships with fellow staff members and promotes a positive working environment
- Promotes and participates in relationship building with other organizations, agencies, or individuals
- Provides support for and/or participates in agency community outreach activities, as directed
- Protects and safeguards confidential agency and client information; exercises sound judgment and caution in communication and transmission of information
- All employees of the agency are considered first responders and may be expected to respond in the event of a public health threat or emergency; this may include, but is not limited to, requirements to work longer shifts, nights, or weekends; alternate working locations; performance of duties other than the daily routine
- Other duties as required/assigned

<b>Minimum and Preferred Qualifications</b>
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- Graduation from a dental hygiene program
- Must possess and maintain current license as a registered dental hygienist as issued by the Missouri State Board of Licensure
- Certification in dental anesthetic placement (infiltration/block/nitrous oxide) or willingness to obtain within first 6 months of employment
- Expanded Function certification a plus
- Basic understanding of core public health functions, competencies, and essential services
- Advanced knowledge of the principles, practices, and terminology of oral health
- Basic understanding of health care billing and coding
- Advanced documentation and records maintenance skills
- Technological aptitude and proficiency
- Proficiency with computer software and applications, including Microsoft Office and specifically Microsoft Word and Excel; experience with electronic health records strongly preferred
- Good verbal and written communication skills
- Ability to work with diverse individuals and groups on complex issues
- Personal qualities of integrity, credibility, and a commitment to the agency's mission
- Willingness to engage in personal development, continuous learning, and ongoing training

- Must be able to attend job-related events and meetings
- Physical environment is mostly indoor office setting; operation of dental and office equipment, computers, and phone systems; occasional travel to meetings and presentations; occasional exposure to environmental contaminants including but not limited to needles, body fluids, chemical hazards; potential exposure to diseases due to contact with symptomatic and asymptomatic patients; occasional lifting or moving of heavy (50+ pounds) objects

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Please submit cover letter and résumé by email, fax, or mail, to:

Lincoln County Health Department  
5 Health Department Drive  
Troy, MO 63379  
(636) 528-6117 phone  
(636) 528-8629 fax  
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