

Dental Hygienist

Dental Hygienist Job Purpose: 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.

Dental Hygienist 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.
- Maintains patient appearance and ability to masticate by fabricating temporary restorations; cleaning and polishing removable appliances; placing, carving, and finishing amalgam restorations; removing cement from crowns and bridges.
- 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.

Skills/Qualifications: Use of Dental Technology, Dental Health Maintenance, Infection Control, Health Promotion and Maintenance, Bedside Manner, Creating a Safe, Effective Environment, Listening, Teamwork, Administering Medication, Thoroughness, Self-Development

Training Requirements:

CPR certification
HIPPA Compliance
OSHA
New Employee Orientation
Annual training reviews
Cultural Sensitivity
Customer Service Excellence
Quality Improvement
Other trainings as needed to meet the needs of the organization

*HCCH provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HCCH complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

HCCH conducts background checks on all final candidates. Employment is contingent upon a clear background check or approval of the CEO.

I have read and understand this job description and certify that I can perform all the essential functions of this job. I have received a copy of the job description.

Employee Signature

Date

Supervisor

Date