TITLE OF POSITION: Dental Hygienist
REPORTS TO: Director of Operations
DATE: May 12, 2004
STATUS: Non exempt, hourly

POSITION SUMMARY:

This Position is responsible for performing those duties that assist the Dental Director or the Dentists in the care and treatment of patients.

Understands that employment is contingent upon adherence to HCHN policies and procedures, the mission of the organization, JCAHO policies and procedures, OSHA standards and all other safety and health codes and laws.

POSITION REQUIREMENTS:

State of Michigan Dental Hygiene License; Two or four-year college degree from a college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

PHYSICAL REQUIREMENTS/DEMANDS:

Requires vision and hearing of normal range. Must be able to bend, stretch or lift items up to 20 pounds. May be required to sit for long periods of times. Required dexterity to type 40 wpm and requires the use of the telephone and computer. May be exposed to communicable diseases.

DUTIES AND RESPONSIBILITIES:

Performs dental measures designed to preserve teeth and prevent the spread of oral disease by performing the following duties:

- Perform oral prophylaxis instruction for proper home care techniques for oral hygiene.
- Perform topical fluoride treatment.
- Screen and evaluate patients regarding caries detection, periodontal pathology and medical history.
- Exposing, processing, and mounting of radiographs.
- Supra and sub gingival scaling and curettage.
- Root planning.
- Perform procedures involving team periodontal surgical techniques.
- Provide gross debridement in treatment of acute periodontal conditions.
- Responsible for the initiation and maintenance of the dental prevention and dental education program.
- Assist in training of dental assistants.

Effectively communicates both verbally and written in job performance as evidenced by showing competence in the following areas:

- Ensures that communication with staff, patients and external contacts occurs with courtesy, tact and a positive attitude*
- Effectively communicates verbally with patients*
- Able to evaluate patient’s response to care through observation*
- Professionally handles patient complaints*

Meets professional behavior expectations as evidenced by compliance with the following standards:

- Meets all attendance and punctuality requirements to ensure proper coverage and quality service
- Professional and appropriate dress as required by the position
- Demonstrates an ability to resolve interpersonal and professional conflicts appropriately
- Participates in staff meetings, trainings and committees
- Keeps all matters related to the organization confidential in compliance with confidentiality policy
- Takes pride in job performance as evident in compliance with job responsibilities
- Assumes responsibility for work performance and is able to be self-directed
- All other duties as assigned

*These job responsibilities are considered essential job functions for ADA purposes only.
(May 12, 2004)