



Job Title: Dental Hygienist
Department: Dental
Reports to: Dental Operations Manager
FLSA Status: Exempt
Salary Grade: \$78,626.08 - \$117,939.12
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Dental Operations Manager or its equivalent, the Dental Hygienist will render educational, preventive and therapeutic dental services and diagnosis, and treatment planning for such services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates with dental team to evaluate, diagnose, and provide treatment for active disease states in the oral cavity. Prepares treatment plan for dental hygiene services in accordance with existing condition, including periodontal probing.
2. Upon referral from the dentist or dental therapist, examines patient's teeth and surrounding tissues to determine extent of abnormal condition requiring treatment.
3. Records and evaluates the medical and dental history of each patient to determine if systemic conditions are present which may alter standard treatment.
4. Performs oral prophylaxis and provides therapeutic care in cases of acute gingivitis and periodontal disease using a variety of scalers and ultrasonic equipment.
5. Organize treatment time efficiently for each patient and work cooperatively with dental team staff.
6. Under the direction and supervision of the Dentist, performs deep scaling, root planning, and subgingival curettage to remove deposits. Determines and applies the appropriate sealant or fluoride.
7. Administers local anesthesia.
8. Provides oral hygiene instruction for all patients, using demonstrations and audiovisual aids for those with special oral needs.
9. Takes, develops and interprets intraoral and extraoral radiographs to determine areas of calculus deposits and periodontal involvement.
10. Uses radiographs in educating and motivating patients.
11. Maintains proper infection control procedures during preparation for patient treatment; performs cleanup after patient treatment.
12. Complete chart notes efficiently and within the given time frame with correct coding and provider.
13. Screens patients, including conducting mouth and neck examinations and reviewing oral health history.
14. Manages opening and closing dental clinic tasks.
15. Maintains inventory list and electronic binder; orders new materials and supplies as needed; receives and organizes supplies.
16. Implements and updates task management system. Assists with maintenance of patient electronic dental records.
17. Maintains equipment and ensures proper functioning.
18. Participates in writing, reviewing, and updating operating procedures for dental clinic.

19. Manages, organizes, and implements home care station for dental clinic.
20. Manages clinic maintenance tasks, including testing and sterilization.
21. Adheres to all KWC and dental policies and procedures.
22. Maintain a good attendance record.
23. Communicate effectively both verbally and in writing.
24. Attend meetings as required.
25. Performs all functions delegable to dental assistants and expanded function dental assistants, providing the hygienist is appropriately trained.
26. Participates in patient recall system.
27. Develops, implements, and assesses a comprehensive dental hygiene program for both eligible and non-eligible beneficiaries and aids in the tribal specific programs, both on and off site, such as sealant clinics, Head Start, etc.
28. Identifies and pursues methods of professional growth and career development in areas identified as a need for self and staff.
29. Uses judgment in selecting and adapting techniques, procedures, and materials most appropriate for treating the specific problems of each patient. Situations requiring significant deviations from the guidelines are referred to the dentist.
30. Coordinate, develop, and facilitate dental prevention programs and activities including outreach opportunities.
31. Maintains clean and sterile atmosphere, instruments, and equipment, performs weekly and monthly required housekeeping responsibilities.
32. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and should not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires standing, walking, sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 25 pounds. Requires occasional climbing or balancing, stooping, kneeling, crouching, or crawling. Work is generally performed in a dental office setting. Occasional weekend work is required. Work involves exposure to hazardous materials, excessive noise, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. Work takes place near moving equipment or machinery.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Knowledge of Dental hygiene sciences, oral pathology and periodontology, systemic diseases, and dental radiology.
2. Ability to manipulate a variety of dental instruments & equipment while performing specialized and therapeutic dental hygiene procedures (skill and dexterity).
3. Ability to communicate effectively, relate well to a wide variety of people, and maintain effective working relationships with patients, pharmacies, laboratories, medical and other employees.
4. Knowledge of regulations on the confidentiality of medical records (HIPAA).
5. Knowledge of dental terminology, procedures and diagnosis.

QUALIFICATIONS

1. Degree from an accredited dental hygienist program required.
2. Minimum of one (1) year experience in a dental clinic and proficient in all aspects of dental hygiene.
3. Must possess and maintain an Oregon Dental Hygiene license with Expanded Practice Permit (including anesthesia, and radiograph certification)
4. Must have and maintain current provider BLS card.
5. Experience working with Native American communities desired.
6. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.
7. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.