JOB ANNOUNCEMENT

POSITION TITLE          Dental Hygienist
DEPARTMENT              Family Dental Clinic – Clinical
POSITION NUMBER         56-008
HOURS                   Regular Part-time
                        20 hours per week (.5 FTE)
                        Requires some flexibility in scheduling, occasional eveni
STARTING SALARY         $33,035 to $37,500 per year DOQ
POSITION GRADE          Grade 12
FLSA CLASSIFICATION     Exempt status
TO APPLY                Send resume and cover letter to one of the following:
                        Search Coordinator
                        Health District of Northern Larimer County
                        120 Bristlecone Drive
                        Ft. Collins, CO 80524
                        Fax: 970-221-7165 (Attn.: Search Coordinator)
                        Email: searchcoordinator@healthdistrict.org

To receive full consideration, materials should be received by Tuesday, September 29, 2020. Position will remain open and applications accepted until filled.

QUALIFICATIONS

Required
- Education or Formal Training
  - Graduation from an accredited program with a Bachelor’s or Associate’s degree in Dental Hygiene
- Certificate/License
  - Active Colorado Dental Hygiene license in good standing
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- Willingness to obtain and/or maintain current CPR certification
- Local anesthesia certification

**Knowledge, Skills and Abilities**
- Ability to provide high quality, efficient dental hygiene services and outstanding customer service
- Positive, professional demeanor with the public and with co-workers
- Ability to work both cooperatively and independently
- Ability to work with diverse, low-income client populations
- Ability to work with, and be sensitive to the needs of, patients with physical or mental disabilities
- Ability to communicate well in writing, and to keep timely, accurate and complete records
- Ability to effectively work as a team member
- Ability to maintain professional, positive, productive relationships
- Regular, reliable, and on-time attendance is an essential function of this position

**Special Consideration Will Be Given For:**
- Proficiency utilizing Dentrix electronic patient record software
- Successful experience providing dental hygiene services in a public health dental setting
- Bilingual skills written and oral (English/Spanish)
- Introductory/intermediate computer skills (i.e., Microsoft Office)
- Experience working with Medicaid/CHP+, and income based sliding fee scales
- Passion to serve diverse, low-income patient populations

**Technology Skills**
- Ability to use Dentrix or similar software for chair side charting of dental patient information

**Working Environment/Physical Requirements**
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable
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accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee is frequently required to stand for long periods, walk, use fine motor skills, reach with hands and arms, feel, talk and hear. Must have close visual acuity to view a computer monitor.

- The ability to listen and understand information and ideas presented through spoken words.

- Employee is occasionally exposed to blood or other body fluids, fumes or airborne particles and toxic or caustic chemicals.

- Must have above average fine motor skills and dexterity while handling and gripping instruments.

- Must be able to keep the hand and arm steady while moving or while in one position.

- Must have the ability to communicate information and ideas verbally so others will understand.

- Must have normal physical mobility, which includes movement from place to place on the job.

- Must have the ability to drive and work at off-site locations in a clinical setting.

- Must be able to stand, walk, reach with arms and hands, and to stoop, kneel, or crouch.

- Must have the ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard.

**Infection Control Requirements**

- Healthcare workers with blood borne pathogen status are required to comply with infection control policies including immunity to Measles, Rubella, Mumps, Varicella, Pertussis and Hepatitis B. Proof of immunization record is required. An annual screening for Tuberculosis and an annual Influenza vaccination are required.

**Requires Reliable Vehicle; Valid Driver’s License and Auto Insurance**
REPORTS TO Lead Dentist

GENERAL DUTIES/PURPOSE
The Family Dental Clinic provides care to Medicaid and low-income populations of northern Larimer County who are unable to afford the full cost of care. The Dental Hygienist works in partnership to support a team of dedicated dentists in providing the highest standard of dental care to our patients.

The Hygienist performs periodontal cleanings, prophylaxis, community screenings, and patient education.

SPECIFIC DUTIES
1) Performs quality periodontal exams and cleanings to include prophylaxis, debridement, scaling/root planing and periodontal maintenance.

2) Deliver oral health education in a respectful customized manner to facilitate patient comprehension.

3) Manages and maintains the dental equipment and instruments including sterilization, set up, stocking, and cleaning.

4) Manages time in a manner consistent with optimal patient flow, including timely and accurate charting and coordination with front desk staff.

5) Takes digital X-rays for patients, as prescribed.

6) Manages and maintains a thorough hygiene recall system ensuring patients receive preventive services in line with standards of care and at recommended intervals.

7) In coordination with the Dental Services Director and the Lead Dentist and as priorities shift from time to time:
   a) Works with school nurses to organize and schedule educational programs on oral health in the schools.
   
   b) Performs screenings and fluoride applications for Head Start and public school pupils.
   
   c) Works with other community non-profit organizations and county agencies to provide screenings and communicate the importance of oral health.

8) Provides high quality, efficient and effective customer service both internally and externally.

9) Obtains continuing education, as required.

10) Works as a positive and productive team member with all Health District teammates, participating in group meetings, trainings, retreats and special events as required.

11) Ensures OSHA compliance.

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12) Complies with infection control procedures in the dental clinic.

13) Knows how to use Safety Data Sheet (SDS) procedures and performs SDS duties as needed.

14) Performs other duties as assigned.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

**Equal Opportunity Employer:** The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state or local laws.