

Health District

OF NORTHERN LARIMER COUNTY

POSITION DESCRIPTION

| | |
|-----------------------|--|
| POSITION TITLE | Dental Hygienist |
| DEPARTMENT | Family Dental Clinic - Clinical |
| SALARY GRADE | Grade 12 |
| REPORTS TO | Lead Dentist |

POSITION OVERVIEW

The Health District's dental clinic provides equitable, quality, efficient dental services to those who are unable to afford the full cost of care. Comprehensive services include emergent, preventative, restorative, and specialty dental 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.

SUPERVISION AND FISCAL RESPONSIBILITIES

This position has no supervisory or fiscal responsibilities.

EXAMPLES OF DUTIES

Primary Responsibilities

- Performs quality periodontal exams and cleanings to include prophylaxis, debridement, scaling/root planing and periodontal maintenance.
- Delivers oral health education in a respectful customized manner to facilitate patient comprehension.
- Manages and maintains the dental equipment and instruments including sterilization, set up, stocking, and cleaning.
- Manages time in a manner consistent with optimal patient flow, including timely and accurate charting and coordination with front desk staff.
- Takes digital X-rays for patients, as prescribed.
- Manages and maintains a thorough hygiene recall system ensuring patients receive preventive services in line with standards of care and at recommended intervals.
- Works with school nurses to organize and schedule educational programs on oral health in the schools.
- Performs screenings and fluoride applications for Head Start and public-school pupils.
- Works with other community non-profit organizations and county agencies to provide screenings and communicate the importance of oral health.
- Provides high quality, efficient and effective customer service both internally and externally.
- Obtains continuing education, as required.
- Works as a positive and productive team member with all Health District teammates, participating in group meetings, trainings, retreats, and special events as required.
- Complies with OSHA standards.
- Complies with infection control procedures in the dental clinic.
- Performs other duties as assigned.
- Develops and maintains positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

Health District of Northern Larimer County

Dental Hygienist

QUALIFICATIONS

- Bachelor's or associate degree in dental Hygiene from an accredited school
- Colorado Registered Dental Hygiene license in good standing.
- Local anesthesia certification
- Current CPR certification
- Experience working with complex dental practice management software strongly preferred.
- Knowledge of Colorado Medicaid, CHP+, and other dental funding sources preferred.
- Ability to understand the functions, operation, and mission of the organization and directly apply to the clinic's strategic goals.
- Experience providing dental hygiene services in a public health dental setting preferred.
- Ability to provide outstanding customer services and maintain positive patient relationships, setting an example for clinical staff.
- Introductory/Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- Ability to work both cooperatively within a team and independently.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultural, beliefs, customs, socioeconomic status, abilities, genders, and gender identities.
- Ability to work with and be sensitive to the needs of those with physical and mental health conditions.
- Ability to maintain confidentiality with protected client information.
- Written and oral fluency in English and Spanish language is desired.
- Requires Reliable Transportation; Valid driver's license and auto insurance if reliable transportation is by personal automobile.
- Must comply with infection control policies for this position. Requirements include providing documentation of MMR, Varicella, Tdap and Hep B (Hep B is optional, but strongly recommended) immunizations and compliance with tuberculosis training, screening, and testing on hire.

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.

WORK ENVIRONMENT

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.

Health District of Northern Larimer County

Dental Hygienist

General Benefits Description - The Health District provides paid time off, medical and dental insurance, life and disability insurance, 401(a) employer match, and a robust employee wellness and recognition program. Vision insurance and an additional pre-tax retirement plan is offered. A complete list of benefits can be found on the Health District website.

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.