

Mora Valley Community Health Services, Inc.
JOB DESCRIPTION

TITLE	Dental Hygienist	FLSA Status: Exempt/Non Exempt Position Type: Regular Full-Time & Part-Time
DEPARTMENT	Dental	
REPORTS TO	Chief Dental Officer	
SUPERVISES	None	
JOB PURPOSE	Under general supervision, perform a variety of functions to support an efficient and effective operation in treating patients, demonstrate strong skills in making decisions consistent with MVCHS policies, hold strict observance of patient confidentiality, keep patient care, comfort, and safety a primary concern when providing quality oral care	

ESSENTIAL JOB RESULTS	
1.	PROVIDE PREVENTIVE, EDUCATIONAL AND THERAPEUTIC METHODS OF ORAL CARE TO HELP PATIENTS ACHIEVE AND MAINTAIN OPTIMAL ORAL HEALTH
2.	PERFORM DENTAL PROPHYLAXIS, ADMINISTRATION OF LOCAL ANESTHETIC UNDER SUPERVISION OF A DENTIST, SCALING AND ROOT PLANING, TAKE PERIODONTAL MEASUREMENTS, APPLY SEALANTS, FLUORIDE, VARNISH, AND TAKE RADIOGRAPHS
3.	INTERVIEW PATIENTS TO FACILITATE PATIENT CARE AND ACCURATELY RECORD INFORMATION INTO PATIENT RECORDS, AS WELL AS SET ALERTS FOR PREMEDICATION REGIMEN AND ALLERGY ALERTS
4.	RECORDS PERIODONTAL CHARTING AND TREATMENTS INTO PATIENT RECORD(S), DISCUSS PLANS WITH DENTIST, AND COMMUNICATE REFERRAL NEEDS
5.	USE INFECTION CONTROL METHODS AND OSHA GUIDELINES, MAINTAIN STRICT STANDARDS OF DISINFECTION AND STERILIZATION PROCEDURES IN OPERATORIES, ON EQUIPMENT, IN STERILIZATION AREAS, AND IN PROCESSING OF CONTAMINATED INSTRUMENTS
6.	MONITOR AND MAINTAIN DENTAL EQUIPMENT IN ACCORDANCE WITH MANUFACTURER INSTRUCTIONS, CLINIC GUIDELINES, AND INDUSTRY STANDARDS
7.	PRACTICE PERSONAL SAFETY AND ENVIRONMENTAL AND INFECTION CONTROL METHODS AT ALL TIMES
8.	PERFORM VARIOUS JOB-RELATED DUTIES PER REQUEST OR AS ASSIGNED
9.	PARTICIPATE IN QUALITY IMPROVEMENT ACTIVITIES, MAINTAIN CONTINUED EDUCATION REQUIREMENTS, AND MAINTAIN CURRENT LICENSURE
10.	ADHERE TO MVCHS PERSONNEL POLICIES AND PROCEDURES
11.	TRACK AND COORDINATE ROUTINE TASKS
12.	MAINTAIN PROFESSIONALISM AT ALL TIMES TO ENSURE SERVICE QUALITY AND INTEGRITY
13.	CONTRIBUTE TO TEAM EFFORT BY ACCOMPLISHING RELATED TASKS AS NEEDED OR REQUESTED
14.	ATTEND TRAININGS RELATED TO JOB DUTIES OR EMPLOYMENT THAT IS REQUIRED TO MAINTAIN LICENSES AND/OR CERTIFICATIONS

REQUIRED JOB QUALIFICATIONS, SKILLS AND ABILITIES

Job Qualifications

Education:	Associate or Bachelor's Degree in Dental Hygiene
	Bilingual English/Spanish Preferred
Experience:	One year of Dental Hygiene Experience Preferred State of NM Board of Dental Health Care Licensure Required for Dental Hygiene and Local Anesthesia

Skills and Abilities

- Knowledge of anatomy, physiology, nutrition, pathology, developmental disabilities, biology, microbiology and pharmacology
- Educate and counsel children and adults on dental health, plaque control, oral hygiene and nutrition
- Remove deposits and stains from teeth by scaling and polishing and select appropriate fluoride treatments
- Demonstrate effective oral hygiene methods and suggest aids for maintaining optimal results
- Administer local anesthesia to patients as needed for removal of deposits by scaling and root planing
- Educate patients as to the nature of dental/oral diseases and provide instruction for proper treatment
- Recognize abnormal tissue and discuss with Dentist in order to address treatment
- Perform infection control standards in the operatory before and after patient treatment
- Follow OSHA guidelines and clinic procedure utilizing available products to manage areas of treatment
- Process contaminated instruments and maintain infection control standards by following clinic procedures and OSHA guidelines
- Prepare dental equipment for daily use, manage set up of sterilization area, re-stocking of supplies in designated tray setup area or other areas as needed
- Coordinate a schedule to participate in maintaining/cleaning dental equipment in assigned operatory and throughout clinic as indicated by office policy or dictated by manufacturer instructions for maintenance
- Have knowledge of supplies held in inventory and assist in inventory management practices by informing others of need to reorder dwindling supplies
- Work effectively with patients, co-workers and professionals in providing treatment
- Ability to operate a motor vehicle, which requires a valid driver's license, and clearance for unrestricted automobile insurance coverage
- Desire to serve the community and its residents
- Share in and contribute to MVCHS mission, vision and goals

Working Conditions and Physical Demands

- Work is performed in an interior medical/dental clinical environment
- Moderate physical activity
- Requires handling average weight objects up to 25 pounds
- Sitting, standing, or walking for more than 6 hours per day
- May require handling objects up to 25 pounds
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment
- Exposure to blood or blood-borne pathogens

Qualifications for Employment

- Pre-employment physical examination
- BLS Certification
- Driver’s Record and Defensive Driving Course
- Hepatitis B vaccination series or signed waiver
- Negative tuberculosis test
- Background Investigation
- Drug Testing – Initial and Random

EMPLOYEE/SUPERVISORY REVIEW

I have read this job description and understand the requirements of the job and the work to be performed. I agree to perform the duties and responsibilities described. I assert that I am able to perform the essential job functions and meet the physical requirements of this position. Furthermore; I understand this is not an employment contract.

Employee’s Signature Date

I have reviewed this job description with this employee, and agree that it is an accurate description of the duties and responsibilities to be performed.

Supervisor’s Signature Date