

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Registered Dental Hygienist
<b>LOCATION:</b>	HOPE Clinic - Alief
<b>REPORTS TO:</b>	Site Manager
<b>EDUCATION:</b>	Minimum Associate's Degree in an accredited Dental Hygiene program; passed National Board Dental Hygiene Examination and Texas licensure examination; Bachelor's preferred
<b>WORK EXPERIENCE:</b>	1 year patient service experience in healthcare and/or dental care preferred
<b>SALARY RANGE:</b>	\$60,000 – \$75,000; DOE & Prorated for # of days worked
<b>FLSA STATUS:</b>	Salary - Exempt
<b>POSITION TYPE:</b>	Part-time
<b>LANGUAGE:</b>	Bilingual in English and Spanish, Arabic, Burmese, Chinese or other languages is required.

*HOPE Clinic is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.*

### JOB SUMMARY:

Dental Hygienist promotes dental health by completing dental prophylaxis and scaling and root planning as needed; providing oral cancer screening and radiographic studies; charting conditions of decay and disease; performing procedures in compliance with the dental practice act. He/she will also provide support to record keeping and tracking of patient information through our electronic health record systems in compliance with HOPE Clinic & FQHC guidelines.

### MAJOR DUTIES & RESPONSIBILITIES:

- Prepare treatment room for patient by adhering to prescribed procedures and protocols;
- Prepare patient for dental hygiene treatment by welcoming, soothing, seating, and draping patient;
- Provide information to patients and employees by answering questions and requests;
- Maintain instrumentation for dental hygiene treatment by sharpening, sterilizing, and selecting instruments;
- Select materials and equipment for dental hygiene visit by evaluating patient's oral health;
- Complete dental prophylaxis, scaling and root planning by cleaning deposits and stains from teeth and from beneath gum margins;
- Detect disease by completing oral cancer screening; feeling and visually examining gums; using probes to locate periodontal disease and to assess levels of recession; obtain digital radiographs;
- Arrest dental decay by applying fluorides and other cavity- preventing agents;
- Help dentist manage dental and medical emergencies by maintaining cpr certification, emergency drugs and oxygen supply, and directory of emergency numbers;

- Educate patients by giving oral hygiene and plaque control instructions and postoperative instructions; providing reminders of time of next dental hygiene visit;
- Document dental hygiene services by recording vital signs and medical and dental histories; charting in patient records;
- Maintain patient confidence and protects operations by keeping information confidential;
- Maintain safe and clean working environment by complying with procedures, rules, and regulations;
- Protect patients and employees by adhering to infection-control policies and protocols;
- Ensure operation of dental equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques;
- Maintain dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies;
- Conserve dental resources by using equipment and supplies as needed to accomplish job results;
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
- Comply with HIPAA rules and regulations regarding the protection of the patient privacy;
- Fax/mail out medical records and necessary forms according to HIPAA/Clinic guidelines;
- Ensure every patient has a current household assessment;
- Master EHS system Understanding and commitment to HIPAA rules and regulations;
- Perform other duties as assigned to support HOPE Clinic's Mission, Vision, and Values.

#### **QUALIFICATION REQUIREMENTS:**

- Passed National Board Dental Hygiene Examination and Texas licensure examination;
- Minimum of one year in health education, patient services, and/or health/dental clinic field;
- Knowledgeable of and maintain HIPAA standards of privacy and confidentiality;
- Must be able to handle multiple tasks, complexity, and diversity of customers;
- Must be able to utilize the Internet and Microsoft Office;
- Strong written and oral communication skills;
- Office equipment (e.g., computer, copier);
- Attention to detail;
- Strong customer service skills.

#### **EDUCATION and/or EXPERIENCE:**

Minimum Associate's Degree in an accredited Dental Hygiene program; Bachelor's preferred. Experience in the medical field and referral/patient navigation and/or billing/medical records is preferred. Passed National Board Dental Hygiene Examination and Texas licensure examination;

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general health and social services guidelines, technical procedures or governmental regulations. Ability to write reports, health correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups or patients, center staff, and the general public.

#### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

- Bilingual in English and Spanish, Arabic, Burmese, Vietnamese or Chinese is preferred;
- Above average skills in language ability as well as public speaking and writing;
- Must have good transportation and a valid Texas Driver's license.

**LEADERSHIP RESPONSIBILITIES:**

No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice, and training staff.

**WORK COMPLEXITY/INDEPENDENT JUDGEMENT:**

Work tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choice in the selection and application of established methods. The job received frequent, ongoing supervision.

**PROBLEM SOLVING:**

Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

**COMMUNICATION/INTERACTIONS:**

Information sharing - gives and receives information such as options, technical direction, instructions and reporting results that complies with HIPAA standards. Interactions are mostly with patients, own supervisor and coworkers in own and other departments.

**IMPACT OF DECISIONS:**

Follow rules and procedures. Decisions can have minimal or no impact to HOPE Clinic. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

**PATIENT RELATIONSHIPS:**

Follow through with customer inquiries, requests and complaints. Forward difficult and non-routine inquiries or requests to appropriate level for resolution.

**AMERICANS WITH DISABILITIES SPECIFICATION:**

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.

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, stoop, kneel, and use hands and fingers to operate a computer, telephone and keyboard reach;
- Specific vision abilities required by this job include close vision requirements due to computer work;
- Light to moderate lifting (up to twenty pounds) is required;
- Ability to uphold the stress of assisting patients of diverse backgrounds;
- Regular, predictable attendance is required.

**WORKING/ENVIRONMENTAL CONDITIONS:**

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

*HOPE Clinic is a smoke-free and drug-free workplace in compliance with federal guidelines.*