

York County Community Action Corp.

Nasson Health Care

DENTAL HYGIENIST

Job Description

REPORTS TO: Dental Director

STATUS: Nonexempt; Full Time

PAY GRADE: U

PURPOSE:

The dental hygienist works collaboratively with a team of health professionals to provide comprehensive primary care dental services while utilizing the Patient-Centered Medical Home model of care delivery. The dental hygienist is responsible for direct provision of oral hygiene and preventive services according to state regulation and dental practice protocols.

The dental hygienist maintains a comprehensive knowledge of oral hygiene care in an outpatient setting including the principles and practices of modern oral hygiene and periodontal patient care. In addition the dental hygienist is cognizant of public health, social and economic factors which impact on the patient's overall health as well as more specifically the oral health of patients.

RESPONSIBILITIES:

- Obtains baseline oral hygiene and caries risk assessment data based upon accepted principles of oral hygiene and periodontal care.
- Assists in the oral health management of health center clients.
- Records client-hygiene transactions as they occur in the client's dental record so that the dental record accurately and completely reflects the nature of the contract, the condition of the clients and the care or treatment provided.
- Provides oral health education and appropriate individual counseling for all center dental clients as well as identified groups.
- Provides clinical oral hygiene services including diagnostic radiology, dental prophylaxis, scaling, sealant application and fluoride application consistent with accepted professional practices and standards and in compliance with applicable state law and the center's clinical protocols.
- Provides dental hygiene services in both fixed clinic locations and in community settings such as elementary schools using portable equipment.
- Transports, sets up, packs and stores portable equipment as necessary to provide services in community settings.
- Takes part in the integration of appropriate patient dental hygiene care with other health care professionals involved in the client's health care management.
- Assists in the provision of technical assistance and health education in the community as requested.

- Performs independent procedures as delegated and directed by a dentist in accordance with state regulations and law as well as health center protocol and directive.
- Assists in the maintenance of all dental clinical areas in compliance with health center policies and procedures relative to infection control, exposure control and safety issues.
- Assists with various clinical and administrative functions of the center as appropriate and time permits.
- Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with health center policy as well as state and federal regulations.
- Performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.
- Takes responsibility for personal compliance with all applicable federal, state, local and health center rules, regulations, protocols and procedures governing the practice of dental hygiene as well as those relating to personnel issues, work place safety, public health and confidentiality.

QUALIFICATIONS:

1. Graduation from an accredited school of dental hygiene
2. Minimum of three years' experience in a dental practice.
3. Radiographic certification in Maine
4. Eligibility for or current unrestricted license to practice Oral Hygiene in the State of Maine
5. Ability to attend to multiple tasks at the same time and to prioritize assignments and responsibilities.
6. Strong computer skills with proficiency in Microsoft Word, Excel and Outlook, and one Meaningful Use-certified electronic medical record system.
7. Ability to effectively develop and nurture relationships with a diverse group of stakeholders.
8. Strong written and verbal communication skills.
9. Working knowledge of Patient Centered Medical Home standards and HIPAA privacy regulations.
10. Working knowledge of Quality Assurance/Quality Improvement principles.
11. A high level of personal and professional integrity, quality standards and respect for the dignity of all patients and colleagues.
12. Excellent judgment, flexibility, good humor, and ability to follow directions.
13. The ability to be task oriented and patient focused; in possession of excellent phone and customer service skills.
14. Willingness to work some non-traditional hours, e.g. evenings and weekends, and coordinate time off with other program staff.
15. Applies critical thinking skills in performing patient assessment and care.
16. Supports the attainment of optimal, patient-centered outcomes defined by a care planning process between providers, patients, and family members.

17. Works as part of a team and supports integration of medical, behavioral health and dental care.
18. Actively advocates for patients and supports patient participation in decision making. Applies active listening skills and demonstrates empathy in communicating with patients and their families.
19. Demonstrates respect for diversity in serving patients and families.
20. Demonstrates proficiency in using the electronic dental record and practice management systems
21. Possesses a current driver's license and the ability and vehicle to transport portable equipment between clinical sites
22. Maintains patient confidentiality at all times.
23. Must not have an active record on the System for Award Management (SAM) website.

Qualifications and responsibilities are essential functions of the job. *Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.*

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	F	Sitting	F	N (Not applicable)
Carrying	O	Standing	F	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	F	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	45 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	F	45 lbs. or less	O	

Use of rolling hand cart or portable dolly required. A 2 person lift is expected for any awkward/bulky equipment lifting over 45 lbs. Employee providing a school-based service may be required to transport, roll and lift equipment that weighs as much as 45 lbs.

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **DENTAL HYGIENIST** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or with-out notice. I further understand that should I desire to resign, a four weeks (4) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: _____

Employee Signature: _____ Date: _____