

Northwest Colorado Health

Registered Dental Hygienist

General Statement of Duties:

This position will participate in the implementation of the dental services in the Community Health Center and will also practice dental hygiene clinically. This position will interact with Northwest Colorado Health staff, CHC patients, community partners, and other agencies, to ensure program continuity and customer service.

Supervision Received:

Works under the general supervision and direction of the Director of the Community Health Center and the Medical Director of the CHC.

Supervision Exercised:

None.

Essential Functions:

1. Provide direct patient care by providing dental hygiene services: periodontal scaling and root planning, periodontal maintenance procedures, prophylaxis, dental screenings, comprehensive periodontal evaluations, taking radiographs, sealant application, fluoride application, delivery of topical and local anesthetic as necessary, oral cancer screenings, oral hygiene education, and oral evaluation and counseling with primary caregiver of children under three.
 - a. Assess patient's medical history and update at each appointment for accuracy.
 - b. Assess and obtain clinical evidence of patient's levels of periodontal health and determine the need for appropriate periodontal treatment.
 - c. Accurately records treatment and maintains clinical notes in electronic health records.
 - d. Follow proper infection control procedures.
 - e. Follow patient confidentiality procedures and HIPAA compliance.
2. Make appropriate referrals to outside dental providers for comprehensive dental care and necessary dental treatment beyond the scope of practice of the Registered Dental Hygienist.
3. Assist with the implementation of performance improvement activities and with the development of policies and procedures.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

Graduation from an accredited dental hygiene school is required. Bachelor's degree in Dental Hygiene is preferred.

Experience:

Previous experience with serving ethnically and culturally diverse patient populations across the lifespan preferred. Experience in interprofessional settings, community health services and/or education, and/or care coordination preferred. Two years' experience preferred working in a dental clinic or office.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current BLS for Healthcare Providers certification.
3. Active Colorado Registered Dental Hygienist license.
4. Active Colorado Local Anesthesia license is preferred.
5. Possess professional liability insurance of a minimum of \$50,000 per claim and an aggregate liability for all claims during a calendar year of no less than \$300,000.

Skills:

1. General office, computer (including entry into the practice management system) and administrative skills..
2. Competent in dealing with ethnically diverse populations.
3. Knowledge of OSHA Blood borne Pathogen Standards and adherence to safety standards.
4. Strong attention to detail and problem solving skills.
5. Ability to work independently and as an interprofessional team member.
6. Ability to educate patients about oral hygiene and risk factors for oral disease.
7. Bilingual in Spanish preferred.
8. Strong written and verbal communication skills.
9. Use of analytical and evaluation skills.
10. Psychomotor skills to perform CPR and administer dental hygiene services.
11. Proficiency in the use of audio and visual equipment.
12. Daily standing, moving, bending, and maneuvering in various settings including clinics, schools, work sites, which are not barrier free.

Knowledge:

1. Knowledge of all phases of dental hygiene procedures.
2. Knowledge of practice of preventative dentistry and ability to instruct patients individually.
3. Must possess knowledge regarding performance improvement, compliance, and applicable regulatory requirements.
4. Knowledge of computer software including Microsoft applications and practice management system.

Abilities:

1. Ability to communicate effectively with patients, community members, medical providers, and other health professionals, verbally and in writing in a professional and culturally competent manner.
2. Ability to relate to individuals of varied ethnic, cultural backgrounds, ages and economic circumstances.
3. Ability to work independently and as a team member in a fast paced and interprofessional environment.
4. Ability to establish and maintain an effective working relationship with patients and staff.
5. Ability to work in a flexible environment including flexible hours and locations.

Equipment:

1. Daily use of computer, telephone, copier, and other office equipment.
2. Use of dental equipment.

Working Conditions:

1. Work environment may be variable as services are provided in various environments. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.
2. May work occasional nights and/or weekends.
3. This position meets the criteria for Category 1 of OSHA's guidelines for exposure to biohazards.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____ Date: _____