

**EAST TEXAS COMMUNITY HEALTH SERVICES, INC. (ETCHSI)**  
**JOB DESCRIPTION**

**Position Title: Dental Hygienist**

**Reports To: Dental Director (DD) or Chief Executive Officer (in the absence of a DD)**

**JOB SUMMARY:** Provides preventive and primary oral health care services in a community health center setting as consistent with a dental hygienists' training.

**ESSENTIAL FUNCTIONS:**

Assists in the oral health management of all clinic patients.

1. Obtains baseline oral hygiene assessment data based upon accepted principles of oral hygiene and periodontal care.
2. Records patient-hygienist transactions as they occur in the patient's dental record so that the dental record accurately and completely reflects the nature of the contact, the condition of the patient and the care or treatment provided.
3. Provides oral health education and appropriate individual counseling for all ETCHSI dental patients.
4. Provides clinical oral hygiene services including dental prophylaxis, scaling, sealant application and fluoride application as delegated and directed by a dentist in accordance with state regulations and law and ETCHSI clinical protocols.
5. Integration of appropriate patient dental hygiene care with other health care professionals involved in the patient's health care management.
6. Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with Dental department directive and ETCHSI policy as well as state and federal regulations(s).
7. Complies in full with ETCHSI's Exposure Control Plan.
8. Assists in the maintenance of all Dental Department areas in compliance with Dental Department directive and policies as well as ETCHSI policies and procedures relative to infection control, exposure control and safety issues.
9. Receives and places necessary telephone calls consistent with professional matters, clinic business and patient care of the Dental Department.
10. Assists with various clinical and administrative functions of ETCHSI as appropriate and time permits.
11. Responsible for personal compliance with all applicable federal, state, local and ETCHSI rules, regulations, protocols and procedures governing the practice of dental hygiene and the clinical provision of dental hygiene services as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality.
12. Provides oral health education in the community as requested.
13. Participates in the QI/RM program of the Dental Department of ETCHSI.
14. Travels when necessary to meet operational needs.
15. If bilingual, translates in Spanish between non-Spanish speaking staff and Spanish speaking patients as requested.
16. Performs all other duties as assigned.

**LEVEL II, in addition to LEVEL I FUNCTIONS:****17. Human Resources:**

- a. Makes routine employment decisions and performs the initial and annual evaluation of performance of staff supervised.
- b. Coordinates and supervises clinical interns.

**18. Oversees Dental facility maintenance.****GENERAL ENTITY EXPECTATIONS OF STAFF MEMBERS:**

1. Maintains confidentiality of patients and provides services in a professional manner.
2. Exhibits and promotes positive relationships by showing consideration and respect for patients, visitors, and other ETCHSI personnel along with being cheerful, courteous and responsive.
3. Maintains professional and neat appearance with regular hygienic habits to prevent work place offensiveness.
4. Exhibits cleanliness and orderliness in personal and work habits.
5. Follows appropriate chain of command.
6. Is responsible for personal growth and professional development. Identifies and meets educational needs for self.
7. Is receptive to guidance and constructive criticism.
8. Attends ETCHSI educational programs.
9. Attends and participates in staff meetings.
10. Demonstrates a willingness to participate and follow through with special projects and committees.
11. Abides by ETCHSI attendance policy and established procedures for notification in case of absence.
12. Takes initiative in resolving problems and conflicts.
13. Assists in maintaining a safe, secure and aseptic environment for all patients and employees.
14. Adheres to regulatory agency requirements with respect to infectious disease and hazardous materials.
15. Is familiar with and abides by OSHA Standards, Hazardous Materials, Universal Precautions, use of personal protective equipment, Evacuation, Fire, Disaster, and Safety Plans.
16. Uses appropriate body mechanics and follows safety procedures.
17. Obtains annual TB test and attends Safety Recertification annually.
18. Completes Incident Reports within 24 hours of incident and turns them in to the Safety Officer.

**EDUCATION:**

1. Graduation from an accredited school of dental hygiene.
2. Ability to establish and maintain effective professional relationships with fellow healthcare providers.
3. Ability to be clinically fluent in Spanish preferred.
4. Excellent interpersonal and written communications skills required.
5. Ability to maintain appropriate clinical privileges required.
6. FTCA coverage or private professional malpractice insurance obtainable.

**LICENSURE:**

1. Unrestricted license to practice Oral Hygiene in the State of Texas
2. Current CPR (BLS) certification

**SKILLS:**

Requires a comprehensive knowledge of primary dental care in outpatient settings. Knowledge of the principles and practice of modern oral hygiene and periodontal patient care is necessary. The Registered Dental Hygienist must be cognizant of the public health, social and economic factors which impact on the overall health, and more specifically the oral health of their patients. The Registered Dental Hygienist must be able to creatively work with other health care professionals from a variety of disciplines to achieve maximal program effectiveness and patient benefit. The ability to creatively solve problems through individual and/or programmatic action is an important part of this position.

**TYPICAL PHYSICAL DEMANDS:**

Prolonged sitting or standing may be required. Those physical movements and the degree of mobility normally associated with the practice of primary care dentistry will be performed on a repetitive basis. The ability to distinguish letters and symbols, as well as the ability to utilize telephone, computer terminals, and copiers is required. Work under stressful conditions as well as irregular hours may be required. Frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.

**OSHA CLASSIFICATION: I****FLSA CATEGORY:** Exempt**JOB CLASS AND STEP RANGE:** RDH I or II / Steps 1 - 15

ETCHSI reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with the EEOC 29 CFR Part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if they do not constitute undue hardships upon this organization.