

SWLA CENTER FOR HEALTH SERVICES

JOB DESCRIPTION

JOB TITLE: Dental Hygienist
DEPARTMENT: Dental
SUPERVISED BY: Dental Director & Staff Dentist(s)

SUMMARY:

This position is a full time, exempt position reporting to the Dental Director and Staff Dentist(s) in the direct provision of primary care dental services to patients of the center. The Dental Hygienist promotes dental health by completing dental prophylaxis; providing oral cancer screening and radiographic studies; charting conditions of decay and disease; performing procedures in compliance with the dental practice act.

EDUCATION, TRAINING AND EXPERIENCE:

1. Prepares treatment room for patient by adhering to prescribed procedures and protocols.
2. Prepares patient for dental hygiene treatment by welcoming, soothing, seating and draping patient.
3. Provides information to patients and employees by answering questions and requests.
4. Maintains instrumentation for dental hygiene treatment by sharpening, sterilizing and selecting instruments.
5. Selects materials and equipment for dental hygiene visit by evaluating patient's oral health.
6. Completes dental prophylaxis by cleaning deposits and stains from teeth and from beneath gum margins.
7. Detects disease by completing oral cancer screening; feeling and visually examining gums; using probes to locate periodontal disease and to assess levels of recession; exposing and developing radiographic studies.
8. Arrests dental decay by applying fluorides and other cavity-preventing agents.
9. Maintains patient appearance and ability to masticate by fabricating temporary restorations; cleaning and polishing removable appliances; placing, carving and finishing amalgam restorations; removing cement from crowns and bridges.
10. Helps dentist manage dental and medical emergencies by maintaining CPR certification, emergency drugs and oxygen supply and directory of emergency numbers.
11. Educates patients by giving oral hygiene and plaque control instructions and postoperative instructions; providing reminders of time of next dental hygiene visit.

JOB RESPONSIBILITIES:

12. Documents dental hygiene services by recording vital signs and medical and dental histories; charting in patient records.
13. Maintains patient confidence and protects operations by keeping information confidential.
14. Maintains safe and clean working environment by complying with procedures, rules and regulations.
15. Protects patients and employees by adhering to infection-control policies and protocols.
16. Ensures 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.
17. Maintains dental supplies inventory by checking stock to determine inventory level; anticipating needing supplies; placing and expediting orders for supplies; verifying receipt of supplies.
18. Conserves dental resources by using equipment and supplies as needed to accomplish job results.
19. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
20. Contributes to team effort by accomplishing related results as needed.
21. Administration of Dental Anesthetic with certification issued by the Louisiana State Board of Dentistry is highly recommended but not required.

Skills/Qualifications: Use of Dental Technology, Dental Health Maintenance, Infection Control, Health Promotion and Maintenance, Bedside Manner, Creating a Safe, Effective Environment, Listening, Teamwork, Administering Medication, Thoroughness, Self-Development

1. Responsible for personal compliance in full with all applicable federal, state, local and center rules, regulations, protocols and procedures including but not limited to the participation of a dental assistant in the provision of clinical dental care, as well as those relating to, but not limited to personnel issues, work place safety, public health and confidentiality.