

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-24-12

Closing Date: Open until filled



POSITION TITLE: Clinical Registered Dental Hygienist

DEPARTMENT: Dental

Position Summary:

Under general supervision of the Dental Hygiene Supervisor, the Clinical Registered Dental Hygienist performs advanced prophylactic dental treatment to patients with related medical and dental problems, such as diabetes, cardiac complications, severe caries, and periodontal disease. This position requires travel to satellite clinics: Leupp, Dilkon and Mobile Dental Van. Utilizes established dental hygiene protocol and procedures. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Performs a full range of professional dental hygiene duties for the treatment of commonly encountered dental disease or dental health problems, with an emphasis on oral health prevention and education.
- Provides non-surgical periodontal therapy (scaling and root planning) as well as in-depth oral hygiene instruction, emphasizing oral hygiene instruction for home care and improved oral health.
- Assesses periodontal and dental health and needs of patient; uses patient screening procedures to include medical history review, taking patient vital signs, dental charting and periodontal evaluation as required.
- Delivers direct patient care to patients as assigned using established dental hygiene procedures; performs routine treatment procedures, such as child and adult prophies, scaling and root planning (SRP), x-rays, application of sealants and fluorides, selective polishing and related procedures.
- Develops and implements individualized dental care plans for patients; performs patient education, patient and family teaching under the supervision of the dental hygiene supervisor and the general supervision of the attending dentist.
- Takes digital dental radiographs; discusses x-rays accurately with the patients and other providers.
- Provides non-surgical periodontal treatment (SRP) of patients that includes administration of local anesthesia under the general supervision of an attending dentist.
- Provides chair-side assistance to dentist in the performance of special tests, procedures, and complex treatments.
- Participates in and attends in-service educational programs to improve and learn new skills.
- Makes impressions of patients' teeth for study casts; takes study model impressions and pours, trims and labels models, as needed
- Develops and maintains a periodontal recall system for patients as determined by the dental hygiene supervisor. Reviews patients' dietary habits and provides guidance on proper diet as it relates to oral health.
- Documents dental history or chief complaint; records and reports pertinent observations and patient reactions to treatment, dental staff, etc., as appropriate. Assists with or institutes emergency measures for sudden adverse developments during treatment of patients.
- Performs patient triage and initiates patient care as appropriate for walk-in patients, as needed
- Assists in preparation of patient care areas, and in the patient admission, transfer, and discharge process, as required; prepares reports and assists as required with patient reception, telephone calls, routine triage, and other office duties.
- Provides instructions for patients in oral hygiene techniques and post-operative instructions both verbally and in written form.
- Maintains Universal Precaution guidelines at all times during patient care (mask, gloves, eye protection, gown) and washes hands before gloving and after de-gloving.
- Follows and maintains all relevant federal, state, and institutional regulations, guidelines, policies, and standards for the provision of dental clinical services.
- Assists in training new dental hygienists.
- Organizes and participates in public health fairs and community educational projects.

- Provides dental hygiene supervision to dental hygiene students that participate in externship and rotations during the year; oversees periodontal assessment, treatment plan and assesses student progress in a clinical environment.
- Treats patients with dignity and respect.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Associates Degree in Dental Hygiene from an accredited college/program in Dental Hygiene; a Bachelor's degree is preferred. Current state license in Dental Hygiene from any state in the United States of America. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of patient screening, charting, evaluation, triage procedures, and medical history procedures and documentation.
- Knowledge of federal, state, and institutional regulations and guidelines for the provision of dental outpatient services.
- Knowledge of radiation safety procedures, standards, and protocols.
- Knowledge of sterile procedures.
- Knowledge and understanding of dental surgery and associated procedures, terminology, and techniques.
- Knowledge of patient admission, triage, transfer, and discharge procedures and documentation.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill in taking digital, diagnostic, dental radiographs.
- Ability to exhibit good personal hygiene and good personal oral hygiene at all times.
- Ability to use ultrasonic cleaning devices proficiently in addition to using hand scaling instruments to remove supra- and subgingival calculus.
- Ability to work with Dentrix Patient Management System and XRay Vision Software.
- Ability to analyze medical records and prescribed protocol to formulate effective therapeutic treatment plans.
- Ability to independently assess the nature and extent of dental, periodontal, and associated conditions and pathology in dental outpatients.
- Ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines.
- Ability to independently perform emergency dental procedures.
- Ability to communicate technical information to non-technical personnel.
- Ability to maintain quality, safety, and/or infection control standards.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.