



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

***Position will not start until February of 2025**

Position: Dental Hygienist
Location: Lac Courte Oreilles Community Health Center
Salary Range: Negotiable
Hours: Monday –Friday 8:00am - 4:30pm
Posting Date: September 18, 2024
Closing Date: October 1, 2024

Description of Position:

The dental hygienist provides preventive and therapeutic dental care to patients, working closely with dentists to ensure optimal oral health. Responsibilities include cleaning teeth, examining patients for oral diseases, and educating them about proper oral hygiene practices.

Qualifications:

- Valid state of WI license to practice dental hygiene.
- Associate's degree in Dental Hygiene from an accredited institution; Bachelor's degree may be preferred.
- Certification in CPR/First Aid.
- Previous experience in a dental office preferred
- Excellent communication and interpersonal skills.
- Strong attention to detail and manual dexterity.
- Ability to work effectively as part of a team.
- Proficiency in using dental instruments and equipment.
- Knowledge of dental procedures and oral health practices.
- Must be able to pass a background check
- Valid Driver's License
- Vehicle Insurance
- Pass pre-employment and random drug tests

- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations

Major Duties and Responsibilities:

1. Make sure all necessary forms are signed by the provider and patient/guardian.
2. Greets and prepares patient for treatment; assures that each patient is aware of the treatment proposed for the appointment.
3. Reviews and confirms the accuracy and completion of patient health history at each appointment.
4. Perform thorough cleanings and scaling of teeth to remove plaque, tartar, and stains.
5. Apply fluoride treatments and sealants.
6. Take and develop dental X-rays as required.
7. Assess patients' oral health through examinations and diagnostic tools.
8. Educate patients on oral hygiene practices, including brushing, flossing, and the use of oral care products.
9. Provide dietary counseling related to oral health.
10. Explain treatment options and procedures to patients.
11. Maintain accurate patient records and update charts with examination findings and treatment plans.
12. Sterilize and disinfect dental tools and equipment in accordance with health and safety regulations.
13. Schedule patient appointments and manage dental office records.
14. Handle patient inquiries and provide information on dental services.
15. Process insurance claims and manage billing as necessary.
16. Adhere to infection control protocols and maintain a clean and organized work environment.
17. Stay updated with the latest dental practices, techniques, and technology.
18. Comply with legal and ethical standards in all aspects of dental care.
19. Accurately measures and documents probing depths, recession, and clinical attachment loss to allow accurate diagnosis of patient conditions.
20. Develop and implement new programs to educate and promote oral health among various target populations including pediatric patients and diabetic patients.
21. Attend all required meetings: morning huddles, dental staff meetings, Safety and Diabetic Committee, Headstart, etc.
22. Maintains current continuing education for license purposes.
23. Responsible for reporting Adverse Incidents.
24. Any other duties assigned by the Dental Director within scope of practice.

Supervision and Guidance:

The Dental Hygienist will work under the direct supervision of the Dental Director with oversight by the Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume
Credentials
Proof of any stated Qualifications
Three (3) letters of recommendation
Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
(715) 638-5132
(715) 634-6107 FAX
sklecan@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.