



## **POSITION:**

Dental Hygienist (Part Time – 20 Hours)

## **POSITION SUMMARY:**

To provide superior quality, competitive value and outstanding service by working dependently as well as interdependently with the dentist and assistant to provide excellent dental health care to patients of all ages. Performs routine administrative and patient care directly relating to oral health in the examination and treatment of patients.

## **GENERAL EDUCATION REQUIREMENTS**

High School Diploma or General Equivalency/Educational Diploma (GED). Diploma from an accredited dental hygienist program. Current Registered Dental Hygiene Certification (State of Georgia Licensed) with minimum 2 years current experience. Current CPR and radiation safety certification.

## **PRIMARY ACCOUNTABILITIES**

1. Improves the oral health of patients through the delivery of periodontal therapies and other dental hygiene-related services.
2. Enhances the efficiency of the clinic by performing expanded duties as allowable by law and as directed by the dentist.
3. Ensures all patient records and related documents are managed and maintained timely, accurately, and consistent with all HIPAA and related regulations and requirements.
4. Ensures all tasks provided and associated with patient care, patient administrative processes, and related duties comply with all regulatory and accreditation standards as well as clinic policies and procedures.
5. Develops favorable relationships with all patients. Instructs patients and their family members on general oral health care and/or information related to post-treatment care as appropriate.
6. Establishes favorable working relationships with all staff members associated with clinic operations including front office personnel, dental assistants, dentists and related staff.
7. Upholds and consistently represents the values and mission of the organization at all times. Represents the organization in a highly professional manner at all times. Ensures compliance and attention to all corporate policies and procedures.
8. Maintains licensure and CEUs as required.

## **ESSENTIAL FUNCTIONS**

1. Provides direct patient care and dental services as trained, licensed, and assigned. Assesses dental condition and needs of patient using approved patient screening procedures, including medical history review, dental charting and periodontal charting.
2. Completes patient chart within established standards. Verifies chart for completeness. Enters all applicable data into Dentrix.
3. Seats patients courteously, accurately records vitals, triages as necessary and prepares patient for hygiene services.
4. Educates patients in oral hygiene and dental care, including proper tooth brushing, flossing, nutrition and need for professional care.



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5. Maintains daily patient flow to ensure patients will be seen as soon as possible using all available resources. Enters patient information and treatment in Dentrix.
6. Takes necessary diagnostic radiographs as indicated by treatment plan or provider.
7. Performs additional hygiene services, including but not limited to patient education, prophylaxis, debridement, scaling and root planning, gingival curettage and adjunct tasks delegable by provider.
8. Ensures all in office preformed testing recorded in appropriate log books.
9. Disposes of biohazard waste according to OSHA standards.
10. Maintains supplies, equipment and sterilization of hygiene instruments. Maintains sterilization protocols and procedures and uses OSHA compliant techniques in sterilization and operatory preparation.
11. Assists with discharging patients at the end of the visit.
12. Works with business staff to ensure appropriate scheduling of patients and follow up.
13. Completes additional projects as delegated by providers.

#### **PHYSICAL DEMANDS:**

- Visual acuity and hand-eye coordination to perform clinical tasks.
- Ability to sit or stand for long periods.
- Ability to bend and stoop to perform job.
- Ability to meet additional demands and lifting requirements as defined by the department.
- Normal range of hearing and eyesight to record, prepare and communicate appropriate reports.

#### **MENTAL DEMANDS:**

- Ability to demonstrate courteous and helpful behavior and treat people with dignity and respect.
- Ability to work in stressful, public contact environment with patients and families of various ages, cultures and socio-economic statuses.
- Ability to concentrate on multiple priority activities.
- Ability to respond efficiently to emergency situations



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