**UPPER GREAT LAKES FAMILY HEALTH CENTER**

JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Registered Dental Hygienist | **FLSA**  **Status:** | Non-exempt |
| **Effective Date:** |  | **Supervised By:** | Dental Director/Practice Manager |
| **Revised Date:** |  | **Approved By:** | HR |

**BASIC FUNCTION**

The Dental Hygienist performs assessments of oral health to recognize health and disease in collaboration with the dental team and within scope of license and privileges granted and as directed by the dentist.

**PRIMARY RESPONSIBILITIES AND DUTIES**

* 1. Provides oral health care services within scope of the hygienist license and privileges granted.

1. Provides dental care and outreach in non-traditional settings as well as in the clinic setting.
2. Screens patients for medical conditions, including taking blood pressure.
3. Conducts oral health assessment including caries risk assessment and oral cancer screening.
4. Completes periodontal evaluation, takes radiographs, and charts oral cavity.
5. Provides individualized patient education.
6. Collaborates with dentist on patient treatment plans.
7. Completes prophylaxis or appropriate periodontal treatments, and other procedures within the scope of license and the dental practice act.
8. Performs patient interactions that demonstrate accountability, empathy, and in a patient-centered manner.
9. Assists with clinic support activities.
10. Aids the dentist in patient treatment, such as passing instruments and materials.
11. Prepares treatment rooms and patients for treatments, maintains dental instruments, equipment, and materials.
12. Collects and documents patient intake data; maintains accurate and complete patient records.
13. Initiates, suggests and follows-up on appropriate referrals.
14. Maintains appropriate, safe, therapeutic clinic environment per policy.
15. Identifies proper maintenance, special applications and troubleshooting of emergency/lifesaving equipment. Performs safe emergency techniques according to clinic policies/procedures.
16. Provides support to other dental staff.
    1. Mentors new dental team members.
    2. Provides oversight for individuals completing rotations within the dental department.
    3. Serves as contact person for questions about dental care.
17. Engages in virtual and on-site meetings and discussions as appropriate:
    1. Provides relevant feedback and input during discussions.
    2. Establishes action items based on discussions as necessary.
    3. Completes action item follow up as necessary.
    4. Demonstrates professionalism during discussions.

**GENERAL PROFESSIONAL DEVELOPMENT**

1. Organization: Displays basic organizational skills to self-prioritize and organize own work.
2. Problem Solving: Uses established alternatives and modifies approaches in response to situations encountered.
3. Analysis: Receives and interprets routine information.
4. Problem Resolution: Exercises tact and diplomacy in the resolution of mild conflicts or disagreements.
5. Communication: Provides or exchanges routine information in a professional manner.
6. Expertise: Must know all aspects of dental care, sufficient to effectively train or instruct others, and to serve as a resource to employees.

**PROFESSIONAL/TECHNICAL KNOWLEDGE, SKILLS & ABILITIES**

1. Possesses a basic level of written and verbal communication skills, computational and computer skills and mathematical knowledge typically acquired through completion of a high school program.
2. Possesses an understanding of dental hygiene and dental care, obtained through a post-HS dental program.
3. Maintains a working knowledge of dental hygiene, typically obtained through continuing education.

**LICENSES & CERTIFICATIONS**

1. Current unrestricted State of Michigan license as a Registered Dental Hygienist
2. CPR-BLS Certification

**TECHNICAL SKILLS**

1. Prepares basic correspondence and simple reports using Microsoft Office Suite.
2. Demonstrates proficiency with all electronic clinical systems, including EHR and scheduling systems in use at the health center.

**COMMUNICATIONS SKILLS**

1. Communicates complex concepts in a clear effective manner for a general audience.
2. Possesses excellent cross-cultural communication skills.

**WoRKING CONDITIONS**:

1. Work is performed in a clinic environment.
2. This is a non-exempt position, working beyond 40 hours in a week may be assigned based on organizational needs.
3. Requires regular sitting, standing, walking, and lifting of up to 25 pounds.
4. Occasional travel between clinic locations.

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the work. UGLFHC reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and UGLFHC continues to maintain its status as an at-will employer.

**I hereby acknowledge that I have read and understand the above-mentioned job duties, qualifications, policies, and procedures for this position. I also certify that I received a copy of this job description.**

Employee: Date: