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**POSITION DESCRIPTION**

**JOB TITLE:** Dental Hygienist

**REPORTS TO:** Dental Director, Dental Clinic Manager

**STATUS:** Non-Exempt (hourly)

**LOCATION:** Dental Clinic

SCHS is a 90-100 employee, full-service, non-profit healthcare clinic serving the needs of the South Minneapolis community. Come make a difference in the lives of people every day while helping us achieve our mission: *To improve the health of our patients and communities by delivering exceptional care, removing barriers, and promoting healthy lifestyles.*

**ROLE:** This position exists to provide dental hygiene / prophylaxis and oral health education to dental clinic patients.

**JOB DUTIES:**

* Prepare treatment room and maintain cleanliness for patient following all prescribed procedures and protocols.
* Prepare patient for treatment, seats patient and answers patient questions.
* Review patient’s medical history every visit and take blood pressure as needed, document in patient's chart any changes and review those medical changes with patient and dentist.
* Take necessary x-rays as ordered by supervising dentist. Clearly document in patient's chart the type (i.e. bitewing, periapical, etc.) and number of films taken (including retakes).
* Perform full mouth debridement, root planning and scaling to remove calculus and plaque deposits from the patient’s teeth as indicated by examining dentist’s treatment plan.
* Perform initial and periodic charting of the oral cavity; not limited to but including, chief complaint, level of patient's oral hygiene, degree of calculus and plaque, bone loss, and existing restorations.
* Perform full mouth periodontal probing with evaluation of periodontium and dental charting at the initial visit hygiene and each recall visit.
* Perform screening procedures including assessment of oral health conditions, oral cancer screening, and head and neck evaluation.
* Complete dental prophylaxis including scaling and polishing as needed for adult and child patients.
* Provide dental education to patients, including individualized oral hygiene instruction for proper brushing and flossing and nutritive counseling.
* Enter treatment notes into patient’s dental chart clearly stating procedure performed at each visit and recall interval as communicated to the patient.
* Fill out prior authorizations, referral, and transfer, and nursing home paperwork as needed.
* Apply preventative materials as prescribed by the treating dentist, including Fluoride varnish and pit and fissure sealants.
* Follow procedures to maintain infection control following universal and standard precautions.
* Make recommendations regarding equipment and supply needs, monitor inventory of supplies and order when needed. Help with routine maintenance of equipment.
* Attend and participate in staff meetings and committees.
* Perform sharpening and sterilization of instruments following infection control protocols, maintain hygiene armamentarium.
* Perform daily, weekly, monthly maintenance chores as assigned and document in log sheets.
* Maintain licensure and take continuing education courses and CPR training as mandated by the MN Board of Dentistry.
* Assist with other duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Works well both independently and as part of a team.
* Exceptional communication skills.
* Flexibility--nimble in response to an evolving workload.
* Ability to exhibit good rapport with clients of varying ethnic backgrounds and socio-economic status.
* Excellent time management and organizational skills.
* Systematic approach to tasks that ensures consistent output quality.
* Attention to detail.
* Commitment to the SCHS [mission](http://www.phf.org/AboutUs/Pages/VisionMissionValues.aspx) and [staff values](http://www.phf.org/AboutUs/Pages/Staff_Values.aspx).
* Assist with other duties and responsibilities as assigned.

**MINIMUM QUALIFICATIONS:**

* Graduate of an accredited school of dental hygiene.
* Registered Dental Hygienist—current active Minnesota State Dental Hygiene License required.
* Two years of experience is highly recommended.

I have read and agree to abide by the job duties indicated above.

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Name Signature Date