



## **JOB DESCRIPTION**

**JOB TITLE:** Registered Dental Hygienist  
**REPORTS TO:** Dental Director  
**DEPARTMENT:** Dental  
**LOCATION:** Rolling Hills Clinic (RHC)  
740 Solano Street, Corning, CA 96021  
2526 Sister Mary Columba Drive, Red Bluff, CA 96080  
2540 Sister Mary Columba Drive, Red Bluff, CA 96080  
**STATUS:** Full-time, 100% FTE, Non-Exempt

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*Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Band's Preference Policy, Chapter 1-715 of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.*

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### **POSITION SUMMARY**

The Registered Dental Hygienist will work under the general/direct supervision of the Dental Director to provide dental cleaning services and general preventive dental care as permitted by licensure from the State of California. The Registered Dental Hygienist will help plan and implement programs to increase dental awareness, teach oral hygiene, and promote community preventive activities.

### **ESSENTIAL JOB FUNCTIONS**

1. Prepares treatment room for patient by adhering to prescribed Rolling Hills Clinic procedures and protocols.
2. Prepares patient for dental hygiene treatment by welcoming, soothing, seating, and draping patient.
3. Provides information to patients and employees by answering questions and requests.
4. Maintains instrumentation for dental hygiene treatment by sharpening, sterilizing, and selecting instruments.
5. Completes dental prophylaxis by cleaning deposits and stains from teeth and from beneath gum margins.
6. Detects disease by completing oral cancer screening; feeling and visually examining gums; using probes to locate periodontal disease and to assess levels of recession; exposing and developing radiographic studies.
7. Provide oral hygiene instruction to patients. Aid in the development of programs to disseminate information on preventative dentistry and oral hygiene.
8. Provide fluoride treatments for patients and assist in develop and implementation of programs to promote fluoride, i.e., fluoride tablet program, community water fluoridation.
9. Apply pit and fissure sealants.
10. Charting of oral conditions.
11. Documents dental hygiene services by recording vital signs and medical and dental histories; charting in patient records.
12. Evaluate patients with periodontal disease by use of diagnostic skills, periodontal probe and periodontal evaluation forms.
13. Aid the dentists in development and implementation of periodontal treatment plans for clinic patients.

14. Perform expanded duties under direct supervision of a dentist to the extent the law permits.
15. Keep current with new techniques and philosophy related to preventive dentistry and periodontics.
16. Perform the following supportive tasks to ensure efficiency of patient flow:
17. Sterilize instruments.
18. Set-up trays.
19. Inventory and request supplies as necessary to maintain par levels.
20. Maintain a clean, orderly and well stocked operatory.
21. Know and implement all infection control procedures established for the clinic.
22. Actively attend general and dental staff meetings.
23. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
24. Must maintain compliance with ergonomic safety standards; be mindful of posture and regularly practice ergonomic stretches.
25. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
26. Safety: Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
27. Other duties as assigned by Supervisor.

## **REQUIREMENTS**

1. Minimum 18 years of age

## **MINIMUM QUALIFICATIONS**

1. A graduate of an accredited Dental Hygiene Program.
2. Must be licensed by the State of California to practice as a Registered Dental Hygienist.
3. Must have a current BLS CPR Certification.
4. Must have a Valid California driver's license and proof of personal liability automobile insurance as required by California state law.
5. A valid State of California Dental X-ray license
6. One-year experience in a private or clinical practice.

## **LOAN REPAYMENT PROGRAM**

Rolling Hills Clinic is a National Health Service Corp (NHSC) approved site where primary care physicians who are eligible for loan repayment funding can fulfill their service obligation. Rolling Hills Clinic is an Indian Health Program site for Indian Health Services (IHS) Loan Repayment Program.

**NOTE TO APPLICANTS:** Please be advised a post job offer, pre-employment Drug Testing, Physical and TB test are required as a condition of employment. Additionally, you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or

otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.*