



## Registered Dental Hygienist

The following is a description for the Registered Dental Hygienist Position for Rolling Hills Clinic.

**POSITION DESCRIPTION:** Registered Dental Hygienist

**REPORTS TO:** Dental Director

**SUPERVISES:** None

**POSITION SUMMARY:** The Registered Dental Hygienist will work under the general/direct supervision of the Dental Director/ Lead Dentist 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. This position *may* require travel between Rolling Hills Clinic sites to help fill staffing vacancies and/or shortages.

**ESSENTIAL JOB FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Provide prophylaxis, scaling, root planing and curettage services to our patients.
2. Provide oral hygiene instruction to patients. Aid in the development of programs to disseminate information on preventative dentistry and oral hygiene.
3. Provide fluoride treatments for patients. Help develop and implement programs to promote fluoride, i.e., fluoride tablet program, community water fluoridation.
4. Apply pit and fissure sealants.
5. Charting of oral conditions.
6. Evaluate patients with periodontal disease by use of diagnostic skills, periodontal probe and periodontal evaluation forms.
7. Aid the dentists in development and implementation of periodontal treatment plans for clinic patients.
8. Perform expanded duties under direct supervision of a dentist to the extent the law permits.
9. Keep current with new techniques and philosophy related to preventive dentistry and periodontics.
10. Perform the following supportive tasks to ensure efficiency of patient flow:
  - a. Sterilize instruments.
  - b. Set-up trays.
  - c. Inventory and request supplies as necessary to maintain par levels.
  - d. Maintain a clean, orderly and well stocked operatory.
  - e. Know and implement all infection control procedures established for the clinic.
11. Actively attend general and dental staff meetings.

**EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:**

1. Graduate of an accredited Dental Hygiene Program.
2. Licensed by the State of California to practice as a Registered Dental Hygienist.
3. One-year experience in a private or clinical practice.
4. Radiation safety certification for California.
5. Current CPR certification.

6. Valid California driver's license and proof of personal liability automobile insurance.
7. Ability to pass a Pre-Employment drug screen and criminal background check/fingerprinting in accordance with all applicable laws regarding the nature of the employment.

**COMPETENCIES:**

- Problem Solving - Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; use reason when dealing with emotional topics.
- Technical Skills - Assess own strengths and weaknesses; pursue training and development opportunities; strive to continuously build knowledge and skills; share expertise with others.
- Customer Service - Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to request for service and assistance; meets commitments.
- Interpersonal Skills - Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas and try new things.
- Oral Communication - Speak clearly and persuasively in positive or negative situations; listen and get clarification; respond well to questions; demonstrate group presentations skills; participate in meetings.
- Written Communication - Write clearly and informatively; edit work for spelling and grammar; vary writing style to meet needs; present numerical data effectively; ability to read and interpret written information.
- Teamwork - Balance team and individual responsibilities; exhibit objectivity and openness to others' views; give and welcome feedback; contribute to building a positive team spirit; put success of team above own interests; ability to build morale and group commitments to goals and objectives; support everyone's efforts to succeed.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to speak, read, and write English proficiently.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**COMPUTER SKILLS:** To perform this job successfully, an individual should have knowledge fo Microsoft Office and EHR systems.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**WORK ENVIRONMENT:** Work is performed in a health clinic setting. Will work with blood-borne pathogens and will require OSHA training. 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. 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.

**INDIAN PREFERENCE:**

Preference in filling vacancies will be given to qualified Indian candidates, in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, RHC is an equal opportunity, affirmative action employer, and does not discriminate in employment decisions based on race, color, religion, gender, national origin, age disability, or sexual orientation.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate and listen. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

*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 anytime 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.*

**FLSA STATUS:** Non-exempt

**DATE OF LAST REVIEW / REVISION:** 09/2014

**ASSIGNED SITE:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date