

# Health District

OF NORTHERN LARIMER COUNTY

## Position Description

**Position Title**                      **Dental Hygienist PRN**

**Salary Level/Grade**              **DH**

### Position Overview

The Health District's dental clinic provides equitable, quality, efficient dental services to those who are unable to afford the full cost of care. Comprehensive services include emergent, preventative, restorative, and specialty dental care. The Dental Hygienist works in partnership to support a team of dedicated dentists in providing the highest standard of dental care to our patients.

The Hygienist performs periodontal cleanings, prophylaxis, community screenings, and patient education.

### Supervision and Fiscal Responsibilities

No direct reports or fiscal responsibility.

### Examples of Duties

- Provides high quality, efficient and effective customer service both internally and externally.
- Performs quality periodontal exams and cleanings to include prophylaxis, debridement, scaling/root planing and periodontal maintenance.
- Takes digital X-rays for patients, as prescribed.
- Delivers oral health education in a respectful customized manner to facilitate patient comprehension.
- Manages and maintains the dental equipment and instruments including sterilization, set up, stocking, and cleaning.
- Manages and maintains a thorough hygiene recall system ensuring patients receive preventive services in line with standards of care and at recommended intervals.
- Manages time in a manner consistent with optimal patient flow, including timely and accurate charting and coordination with front desk staff.
- Works with school nurses to organize and schedule educational programs on oral health in the schools.
- Performs screenings and fluoride applications for Head Start and public-school pupils.
- Works with other community non-profit organizations and county agencies to provide screenings and communicate the importance of oral health.
- Obtains continuing education, as required.
- Complies with OSHA standards.
- Complies with infection control procedures in the dental clinic.
- Works as a positive and productive team member with all Health District teammates, participating in group meetings, trainings, retreats, and special events as required.
- Develops and maintains positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.
- Performs other duties as assigned.

### Qualifications

- Bachelor's or associate degree in Dental Hygiene from an accredited school.
- Colorado Registered Dental Hygiene license in good standing.

# Health District of Northern Larimer County

## Dental Hygienist PRN

2

- Local anesthesia certification
- Current CPR certification
- Experience working with complex dental practice management software strongly preferred.

### Knowledge, Skills, & Abilities

- Ability to understand the functions, operation, and mission of the organization and directly apply to the clinic's strategic goals.
- Ability to provide outstanding customer services and maintain positive patient relationships, setting an example for clinical staff.
- Ability to work both cooperatively within a team and independently.
- Experience providing dental hygiene services in a public health dental setting preferred.
- Knowledge of Colorado Medicaid, CHP+, and other dental funding sources preferred.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultural, beliefs, customs, socioeconomic status, abilities, genders, and gender identities.
- Ability to work with and be sensitive to the needs of those with physical and mental health conditions.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.
- Ability to maintain confidentiality with protected client information.
- Written and oral fluency in English and Spanish language is desired.
- Introductory/Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

### Work Environment

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.

- Employees are frequently required to stand or sit for long periods, walk, use fine motor skills, reach with hands and arms, feel, talk, and hear.
- Must be able to stand, walk, reach with arms and hands, and to stoop, kneel, or crouch.
- Be able to keep the hand and arm steady while moving or while in one position.
- Must have above average fine motor skills and dexterity while handling and gripping instruments.
- Ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Ability to move from place to place on the job.
- The ability to listen and understand information and ideas presented through spoken words and communicate information and ideas verbally so others will understand.
- Eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Ability to drive and work at off-site locations in a clinical setting.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.
- Must comply with infection control policies for this position.

# Health District of Northern Larimer County

## Dental Hygienist PRN

**Equal Opportunity Employer** - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.