

MACT HEALTH BOARD, INC.

JOB DESCRIPTION

Location: Mariposa Dental
Schedule: Part Time - 1 Day/week

POSITION TITLE: DENTAL HYGIENIST
STATUS: EXEMPT
DEPARTMENT: DENTAL
SUPERVISOR: DENTAL DIRECTOR
SALARY RANGE: GS 15

POSITION SUMMARY:

This is a general statement of duties and responsibilities for the position of Dental Hygienist who will work under general supervision of the dentist.

PRIMARY RESPONSIBILITIES:

1. Identifies and escorts patients to the operatories.
2. Adheres to the Privacy Act as mandated by Federal or State law.
3. Cleans dental units, chairs, operatory light, counter tops and restocks operating area after each patient.
4. Sharpens, sterilize (dated with expiration date), and stores instruments properly.
5. Updates patient's chart and makes the proper entries for each visit, cancellation or broken appointment as appropriate.
6. Fills out scheduling slip for next patient visit and lists plan for next visit in chart.
7. Must be able to relate well with patients and other employees of TIHC.
8. Consults with dentist regarding diagnosis, pathology, referrals, treatment modalities or any questions regarding patients.
9. Provides in-service training and guidance to registered dental assistants, dental assistant, dental hygienist students and dental assisting students.

REQUIRED QUALIFICATIONS:

1. Can perform all the duties assigned to dental assistants and registered dental assistants under general supervision of the dentist.
2. In addition to the above duties, the dental hygienist may perform the following under general supervision of the dentist.
 - A. Root planning.
 - B. Polish and contour restorations.
 - C. Oral exfoliative cytology.
 - D. Apply pit and fissure sealants.
 - E. Preliminary examination, including but not limited to:
 1. Periodontal charting.
 2. Intra and extra-oral examination of soft tissue.

3. Charting of lesions, existing restorations, and missing teeth.
Dental Hygienist
 4. Classifying occlusion.
 5. Myofunctional evaluation.
3. The following procedures may be performed by the Dental Hygienist under direct and indirect supervision of the Dentist when there is evidence of satisfactory completion of a board-approved course of instruction.
 - A. Periodontal soft tissue curettage.
 - B. Administration of local anesthetic agents, infiltration and conductive limited to the oral cavity.
 - C. Administration of nitrous oxide and oxygen when used as an analgesic, utilizing fail-safe type machines containing no other general anesthetic.
4. Current CPR Card.
5. Physical examination within the last 6 months or within 30 days of employment to include:
 - A. TB Clearance
 - B. Undergo Hepatitis B Vaccination or provide proof of immunity.
6. Current license to practice as a Registered Dental Hygienist in the State of California.
7. Must have passed State of California X-ray licensure examination or completed a State of California approved Dental radiology course.
8. Current California driver's license and proof of insurance.

PHYSICAL REQUIREMENTS:

This position requires long periods of standing and bending over while working.

AMERICAN INDIAN PREFERENCE:

Preference in the filling of vacancies will be given to qualified American Indian applicants in accordance with the Indian Preference Act. (Title 25, U.S. Code, Sections 472 & 473) and Public Law 93-638, provided the applicant has submitted appropriate verification of Indian preference for employment. Other than the aforementioned requirement, the MACT Health Board, Inc. is an Equal Opportunity Employer.

NOTICE OF PRIVACY ACT OF 1974

All employees under the incumbent's supervision whose duties require that they work with systems of records must receive adequate training and policy guidance both in their specific responsibilities and the Privacy Act of 1974.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:

The MACT Health Board, Inc. is required to implement the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. As such it is unlawful for employees to manufacture, distribute, dispense, possess or use a controlled substance on the job site. Employees who are reasonably suspected of violating this act may be subject to drug testing as a condition of employment. Employer required fitness examinations shall include drug testing as evidence of employee and employer compliance with the Drug-Free Workplace Act.

SPECIAL NOTICE TO PERSONS WITH DISABILITIES:

If you have a disability, you are invited to volunteer information concerning any physical or mental disability. This information will be used solely to provide information concerning proper placement and appropriate accommodations to enable you safely and effectively to perform the job(s) for which you are applying. This information will be kept strictly confidential, and will only be used to explore options and accommodations to enable you to perform the essential functions of the position(s) for which you are qualified. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment, or later advancement in employment if you are hired by the MACT Health Board, Inc.. If you choose, you may also state suggestions as to how your disability may be reasonably accommodate.

JOB DESCRIPTION REVIEWED:

EMPLOYEE: _____ DATE:

SUPERVISOR: _____ DATE:

EXECUTIVE DIRECTOR: _____ DATE: