

## COMMUNITY HEALTH PARTNERS, INC.

*Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors.*

**JOB TITLE:** Dental Hygienist  
**Position Status:** Exempt  
**Effective Date:** 5/2020  
**Reviewed By:** Dental Director

**JOB SUMMARY:** Under the general supervision of the Dentist(s) and Dental Director, the Dental Hygienist provides patient dental hygiene care with a quality approach.

### **ESSENTIAL JOB RESPONSIBILITIES:**

1. Take dental radiographs as necessary for treatment while properly handling digital radiograph sensors and/or panoramic x-ray machine.
2. Maintain health history information for each patient, including the review of current health history and taking vitals.
3. Perform dental prophylaxis of teeth including scaling, root planing, subgingival curettage and coronal polishing.
4. Provide oral hygiene instruction and nutritional counseling with regard to promotion of good oral health.
5. Apply topical fluoride.
6. Place pit and fissure sealants as directed by supervising Dentist.
7. Maintain EDR patient charts, including charting of present restorations and planned treatment.
8. Prepare equipment and operatory for daily procedures, including but not limited to cleaning and maintaining hygiene cassettes and trays, and infection control measures.
9. Maintain knowledge of dental hygiene best practices and standard of care. Fulfill annual state requirement for continuing education.
10. Maintain cleanliness of dental clinic, including hallways and breakroom.
11. Ability to report to work as scheduled and work a flexible schedule when needed which may include travel to other sites.
12. Work as a team player, assisting other support staff as needed.
13. Understand and adhere to HIPAA regulations maintaining confidentiality of patient information.
14. Under the direction of the Dentist and/or Dental Director, participate in performance improvement activities.
15. Further the mission of CHP through active support of the strategic goals.
16. Participates in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient

Centered Medical Homes and Meaningful Use recognition programs and working to implement patient centered communication skills.

**JOB QUALIFICATIONS:**

**Skills and Attitudes:**

1. Ability to follow oral and written instruction.
2. Communicates effectively in writing and orally.
3. Ability to work with limited resource population with a caring, patient-centered approach.
4. Ability to work with grace under pressure.
5. Ability to work in a team and to share responsibilities and duties.
6. Ability to resolve interpersonal conflict in a straightforward and timely manner.
7. Ability to set priorities, be organized, and be a self-starter.
8. Ability to treat both staff and patients with respect.
9. Ability to navigate technology efficiently.
10. Ability to gracefully accept and respond to feedback.

**Essential Physical Requirements:**

	<b>Occasionally (1%-33% of day)</b>	<b>Frequently (34%-66% of day)</b>	<b>Continuously (67%-100% of day)</b>
Sitting			<b>X</b>
Standing	<b>X</b>		
Walking	<b>X</b>		
Speaking/Hearing			<b>X</b>
Seeing			<b>X</b>
Hand/Wrist Work (ie. Keyboarding)			<b>X</b>
Pushing/Pulling		<b>X</b>	
Fine Manipulation			<b>X</b>
Grasping			<b>X</b>
Reaching		<b>X</b>	
Bend			<b>X</b>
Lift 1-10 lbs		<b>X</b>	
Lift 11-20 lbs	<b>X</b>		

\*Ordinary ambulatory skills needed to visit all CHP sites.

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.

**Education/Experience:**

Graduate of an accredited Dental Hygiene School.

Experience highly desirable

Licensed as a Registered Dental Hygienist in the state of Montana

I have read the above job description and have had all my questions answered.

Employee \_\_\_\_\_

Date: \_\_\_\_\_