



CLASSIFICATION NO. 557

Established: 6/98

Revised: 1/24

FLSA: Non-Exempt

EEO: 2

DENTAL HYGIENIST

CLASS CHARACTERISTICS

Under general supervision, to perform administrative support and coordination functions for the dental programs; to provide clinical dental hygiene services and treatment; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Health Centers Division within the Department of Health, Housing and Human Services is a Federally Qualified Health Center that offers primary care, dental services, and behavioral health services at multiple primary care, behavioral health, and school-based health centers. The Dental Hygienist provides clinical hygiene services to Medicaid patients, underinsured and uninsured individuals needing care. Additionally, incumbents provide administrative support to the dental programs by maintaining dental records, taking appropriate radiographs, scheduling client appointments and maintaining adequate office and dental service supplies and materials.

The Dental Hygienist differs from the Dental Assistant, a non-licensed paraprofessional classification which performs routine tasks related to patient care and assistance to professional dentists.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Preceptor for dental students, dental hygiene students, and dental assisting students; oversees dental hygiene student schedules and provides mentorship for students; provides program information to the public, community groups and agencies; promotes awareness of community public dental health services provided by the County.
2. Schedules clients to appropriate dentists according to dental service needs; provides assistance, including referral information to patients in accessing urgent dental care; telephone confirmations to patients, parents and/or guardians; arranges transportation for clients as needed; maintains on-call waiting list of dental patients needing hygiene services.
3. Provides clinical dental hygiene services: performs child and adult prophylaxis, scaling and root planning, periodontal maintenance, fluoride application, sealant and SDF placement; assists dentists with dental screening and/or exams and takes appropriate diagnostic radiographs; instructs and demonstrates proper oral hygiene for dental health; nutrition counseling, promotes interest in the prevention of dental disease with a focus on trauma informed care.

4. Maintains dental program and patient records, files and charts; participate in peer chart audits; routinely reviews dental program protocols, policies and procedures for compliance, risk and safety, and quality assurance.
5. Orders, stores, and maintains office and dental supplies and equipment; participates in maintenance of expired products inventory; sharpens, cleans, and sterilizes dental instruments; maintains dental equipment; ensures dental rooms are orderly and clean.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Standard office procedures, techniques, sterilization protocols, and equipment; materials, instruments, tools and support dental processes used in the field of dentistry and oral hygiene; trauma informed, evidenced based best practices and accepted clinical and preventative clinical practices, procedures and techniques; dental equipment sterilization practices and procedures and relevant O.H.S.A. regulations and guidelines.

Some knowledge of: Dental laboratory techniques and the use and purpose of lab equipment; oral anatomy; nutrition as it relates to oral hygiene; public health and community health principles, concepts and practices.

Skill to: Instruct patients of different ages, socioeconomic, and cultural backgrounds in the techniques, practices, and methods of promoting and maintaining good oral hygiene; implement standard office procedures and use modern office equipment effectively; maintain and sterilize dental instruments and equipment; develop, review, update and recommend dental programs protocols, policies and procedures, ensuring compliance with regulations and guidelines to ensure safety, mitigate risk, and ensure quality of care; attend dental and public health conferences, workshops and continuing education and training seminars to maintain currency with dental practices and techniques; maintain effective working relationships with the public, other health care professionals and patients/clients; communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Registration as Dental Hygienist.
- Basic Life Support (BLS) certificate.
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PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

POST EMPLOYMENT REQUIREMENTS

Must obtain a Nitrous Oxide (N₂O) Permit within six (6) months of hire.