



TITLE Dental Hygienist

Reports to: Director of Dental	Department: Dental
Classification: Non-exempt	Date: 01/2023

SUMMARY

Performs Oral Hygiene procedures on clinic patients, acts as an oral health educator and an auxiliary to the dentist.

TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL DUTIES.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides preventive, therapeutic, and educational methods for control of oral disease as an aid to children in the IWS dental clinic, attaining optimum oral health as established by state guidelines, as well as clearly understanding medical terminology
- Gathers and assembles pertinent patient dental and medical information to assist the dentist with diagnosis and treatment – all in compliance with IWS Quality Assurance protocols. Such information shall include, but not limited to medical and dental histories, x-ray surveys, and charting of oral findings, and referrals
- Responsible for accurate and complete dental records in accordance with IWS Quality Assurance protocols, as well as assuring copies of manual paperwork are forwarded to HIM for proper scanning into EMR
- Maintains the hygienist instruments, trays, and other equipment of the dental clinic in a clean and orderly manner, which includes daily sterilization.

OTHER RESPONSIBILITIES

- Acts as a backup for dental assistant when necessary
- Performs other related duties as assigned by the Director of Dental Services
- Responsible for completing all annual mandatory training courses

QUALIFICATIONS

Education:	Certified Dental Hygienist
Licensure:	Licensed in the State of Illinois

Experience:	One year experience preferred
Special Training/Skills:	Experience in providing dental treatment for children preferred
Demonstrated Competencies:	Excellent communication skills Strong customer service skills

PHYSICAL REQUIREMENTS

- Ability to work with both hands
- Ability to operate all dental equipment and instruments
- Ability to sit, stand, speak, write and type
- Including, but not limited to, various settings within dental operations: dental clinic, lab, front office, wearing protective clothing during treatment (i.e. gloves, masks, etc.)

COGNITIVE REQUIREMENTS

- Ability to communicate well with the dental team, patients, and parents
- Ability to represent the clinic at assigned meetings, presentation, and committees

SUPERVISES

None

WORKING CONDITIONS

Including, but not limited to, various settings within the front office area and clinic area

EQUIPMENT USED

- Table and chairs
- Telephone
- Audio-visual equipment
- Computers