

# LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

## JOB DESCRIPTION

**TITLE: DENTAL HYGIENIST**  
**DEPARTMENT: DENTAL**  
**SUPERVISOR: DENTAL DIRECTOR**  
**CLASSIFICATION: FULL TIME NON-EXEMPT**

### **POSITION SUMMARY:**

Responsible for hygiene department, patient treatment, hygiene maintenance, reared program and other duties as needed. Hygienists will teach patients how to prevent dental problems, emphasizing the importance of good nutrition, proper brushing, and regular dental checkups.

### **ESSENTIAL FUNCTIONS:**

- Clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments.
- Feel and visually examine gums for sores and signs of disease.
- Chart conditions of decay and disease for diagnosis and treatment by dentist each visit.
- Feel lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer.
- Apply fluorides and other cavity preventing agents to arrest dental decay.
- Examine gums, using probes, to locate periodontal recessed gums and signs of gum disease.
- Expose and develop x-ray film.
- Provide clinical services and health education to improve and maintain oral health of school children.
- Remove excess cement from coronal surfaces of teeth.
- Make impressions for study casts.
- Place, carve, and finish amalgam restorations
- Administer local anesthetic agents.
- Conduct dental health clinics for community groups to augment services of dentist.
- Remove sutures and dressings.
- Place and remove rubber dams, matrices, and temporary restorations.
- Assists dentists in the care and treatment of dental treatment

### **EXPERIENCE, EDUCATION, CERTIFICATIONS AND LICENSES:**

- High School diploma or GED
- CA driver's license
- Licensure by the state of California as a Dental Hygienist
- Prior experience in a dental office environment preferred
- Excellent interpersonal skills

### **All LCTHC employees are expected to:**

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

**PHYSICAL DEMANDS:**

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. **Sitting / Mobility:** Approximately 30% of time is spent working at a desk. Balance of time (approximately 70%) is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to view x-ray, dental records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard dental instruments and equipment, including dental x-ray, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a dental office/clinic environment; continuous contact with other staff and the public.

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

**HIPAA Health Insurance Portability and Accountability:**

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

***IMPORTANT DISCLAIMER NOTICE***

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*

**Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.**

I have read and understand all aspects of this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Dept. Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date

Revised 7/27/2010