



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: DENTAL HYGIENIST

SUPERVISOR: DENTIST

SALARY: \$99,840 ANNUALLY 1 FTE

NATURE OF WORK: The Registered Dental Hygienist provides an intermediate level of services and recall services to patients of record. The DH will provide preventative dental care to Skokomish Wellness Center patients and to plan and implement programs with the Dentist. The DH will teach dental health education and promote the use of fluoride in our communities. Requires a comprehensive knowledge of oral hygiene care in outpatient settings. Knowledge of the principles and practice of child and adult dental hygiene and periodontal procedures is necessary. The Dental Hygienist must be aware of the public health, social and economic factors which impact the overall health, and more specifically the oral health of their patients. The Dental Hygienist must be able to creatively work with other health care professionals from a variety of disciplines to achieve program effectiveness. Records in the EMR (Electronic Medical Records) the patient-hygienist transactions as they occur so that the dental record accurately and completely reflects the nature of the contact, the condition of the patient and the care or treatment provided. Complete chart notes are entered, and procedures are completed in the Dentrix EMR.

REPRESENTATIVE JOB DUTIES:

1. Review and update medical histories with the patients and be able to discuss findings with the dentist.
2. Provides clinical oral hygiene services including dental prophylaxis, scaling, minor periodontal procedures consistent with accepted professional practices and standards and in compliance with applicable California law and the Dental Department policies.
3. Perform sealant procedures for children and adolescents.
4. Perform cursory exams for such things as caries risk assessment, gross caries, defective restorations, oral cancer etc., to review with the DDS during the exam. Assist to coordinate proper dental care scheduled by the Dental Receptionist.
5. Work to maintain the Hygiene recall and patient schedule through the Dentrix Computer program. Print and send patient reminder post cards,
6. Perform periodontal screening on all adult patients and implement the dentist diagnosed treatment plan to treat the periodontal disease.
7. Perform under direct supervision topical and local anesthetic procedures for periodontal services.
8. Review and discuss the treatment plan, determine what procedure is indicated next by conferring with the dentist, and refer the patient to schedule their next appointment.
9. Be able to follow all sterile techniques required by the CDC and OSHA guidelines for dental offices either in the operatory or in the sterilization area.

10. Track Hygiene supplies in the storeroom, and coordinate ordering with the assigned DA. Stock and organize the HYG operator,
11. Sharpen and maintain Hygiene instruments and discuss replacement needs with the dental director in consideration of budget.
12. Perform radiographic procedures on all SWC patients at appropriate recall intervals as designated by the dentist.
13. Performs the above duties while maintaining a professional attitude and appearance. RH performs other duties and becomes cross trained where needed.
14. Organize and implement community outreach programs and school programs to promote dental health along with Fluoride and Sealant programs.
15. Supervisor roles:
 - Manages the day-to-day operations of dental services.
 - Manages and directs staff assignments and activities in accordance with office policies and applicable laws.
 - Recruits, interviews, hires, and directly supervise dental staff.
 - Provides training and orientation to staff upon hire and annually informs the Health and Clinical Directors of additional training needs.
 - Leads and managers through mentoring, coaching, and supervision, ensuring staff engagement to meet organizational and clinical site goals and objectives are met.
 - Collaborates with directors, managers, medical staff, and clinical leaders in clinic structure and process decisions.
 - Participates in the development and implementation of the clinic plans for the provision of patient care. Implements an effective and ongoing performance improvement program to monitor, evaluate, and improve patient care quality and appropriateness.
 - Supervises and monitors dental services provided to patients by dental staff and ensures proper procedures are performed in accordance with established protocols.
 - Develops and supports staff programs that upgrade and develop staff knowledge and skills for personnel performance improvement and leadership.
 - Monitors staff performance and provides staff members with instruction, guidance, corrective action, and disciplinary actions as needed.
 - Supervises and ensures staff adherence to standards for infection control in accordance with local, state, and federal OSHA regulations.
 - Addresses and assists in the resolution of personnel and patient issues as needed.
 - Prepare reports for quality measures and statistical reports as requested and needed.
 - Provides education, analysis, and administrative information to assist native health in policy development, decision-making, and priority setting for practice sites.
 - Facilitates regular dental team meetings and documents items covered.

MINIMUM QUALIFICATIONS:

1. Graduate of a Dental Hygiene Program from an accredited U.S. Dental Hygiene School with an Associate Degree in Dental Hygiene.
2. Registered Dental Hygienist Washington License.
3. One (I) year experience in private practice or public health clinic preferred.
4. Possess a current CPR card.
5. Follow verbal and written instructions accurately.
6. Write legibly with good grammar either oral or written.
7. High school diploma or GED certificate (required).
8. Knowledgeable of HIPPA and Release of Information requirements (required).
9. Knowledgeable of Confidentiality Standards of Practice (required).

10. Computer literate with exceptional communication skills (required).
11. Willing to obtain further training to improve working skills (required).
12. Willing and have the ability to coordinate and participate in community activities (required).
13. Willing and having the ability to work varied hours or weekends when necessary to accomplish the department's goals.
14. Be dependable and able to work in a team environment (required).
15. Hold a valid driver's license and be eligible for the Tribe's automobile insurance (required).
16. Able to work in a team environment (required).
17. Strong organizational, communication, and interpersonal skills (required).
18. Experience working in a Native American community (preferred).
19. The selected candidate must complete a pre-employment drug screen test and complete background investigation, including relevant criminal history, and driving record before employment.

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Get along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____