**LOWER ELWHA KLALLAM TRIBE**

**Job Description**

**Dental Hygienist**

**Overview:** The dental hygienist works in the dental environment implementing dental care with team approach with dentist and dental staff.

**WORK LOCATION:** Lower Elwha Klallam Tribe Dental Clinic

**SUPERVISED BY:** Dental Director

**POSITION STATUS:** .8 FTE

**SALARY LEVEL:** DOE

**WORK SCHEDULE:** 32 hours per week

**ESSENTIAL FUNCTIONS OF JOB:**

* Assesses dental condition and needs of patient; uses patient screening procedures, to include medical history review, dental charting, and periodontal charting; takes patient vital signs as required. Maintains recall system.
* Delivers direct patient care such as cleaning, polishing, x-rays, sealants, and application of fluoride as assigned using established dental hygienist procedures under the supervision of a licensed dentist.
* Helps develop individualized dental care plans for patients and instruct patients on oral care issues. Teaches patients how to prevent tooth decay and gum diseases through proper diet and home care.
* Documents dental treatment and findings in patients charts, records dental history and chief complaints.
* Assist with or institutes emergency measures for sudden adverse developments during treatment of patients.
* Prepare and clean-up of patient care areas; cleans and sterilizes instruments. Sharpens and cares for instruments and trays. During down times should be willing to help out in other areas.
* Institutes emergency measures for adverse developments arising during or resulting from patient treatment. Ability to record and report pertinent observations and patient reactions to dental staff.
* Plan, coordinate and evaluate preventative oral health programs for optimum utilization of IHS resources.
* Provide clinical and community services in clinical and community settings including schools.
* Provide dental hygiene services in community based programs.

**QUALIFICATION REQUIREMENTS:**

***Education and Work Experience***

* Current Licensure in Dental Hygiene and insurable in the State of Washington
* Post offer must pass a background check, pre-employment medical history check, annual TB screening and Proof of Hepatitis B; required to submit to drug and alcohol testing prior to employment.
* Must be able to perform physical duties of manual dexterity as well as moderate activity of intermittent standby/walking more than eight hours a day.

***Knowledge, Skills, and Abilities***

* Ability to perform a full range or established dental hygienist protocol and procedures including knowledge of Federal and State guidelines. Continuing education and training when necessary.
* Ability to communicate effectively with patients, staff, and dentists.
* Knowledge of patient screening, charting, and medical history procedures and documentation.
* Ability to utilize dental equipment and instrumentation in accordance with OSHA guidelines for universal precautions; understanding of blood borne pathogens and their transmission.
* Ability to learn and follow department and Tribal policies and procedures; including abiding by drug and alcohol policy.

***Other Requirements***

* Position requires flexibility and ability to cope with changes which may include schedule changes or added tasks.
* Ability to be a team player with dental staff and dentist to continue to deliver high quality dental care for our patients.
* Self-motivation to recognize and complete tasks without direct supervision but yet, has ability to take direction from supervisor.

**PHYSICAL REQUIREMENTS:**

* Moderate physical activity. Requires handling of average-weight object up to 25 pounds; moderate activity of intermittent standby/walking more than eight hours per day.
* Must be able to sit in one position for long periods, bend, kneel, stoop, reaching with arms; hand and fingers dexterity.
* Must abide by the Lower Elwha Klallam Tribe personnel policies and procedures and the Drug and Alcohol policy which could include pre-employment drug/alcohol testing

***As with all positions of the Lower Elwha Klallam Tribe this position is Indian Preference in hiring, in Accordance with P.L. 93-638.***

**OPENING DATE:**

**CLOSING DATE:**

**CONTACT:**

*Job description update August 2016*