



Virginia Garcia Memorial  
**HEALTH CENTER**

### **Job Description**

<b>Job Title:</b>	Registered Dental Hygienist (120)
<b>FLSA:</b>	Salaried 'Exempt'
<b>Base Salary:</b>	\$2,377.76 biweekly (\$61,822 if annualized)
<b>Department:</b>	Dental (022)
<b>Reports to:</b>	Dental Director

*The Virginia Garcia Memorial Health Center's mission is to provide high quality, culturally appropriate healthcare to low-income residents of Washington and Yamhill Counties with a special emphasis on seasonal and migrant farm-workers and to others with barriers to receiving health-care.*

**Job Summary:** The Registered Dental Hygienist, under the supervision of a licensed dentist, provides preventative and therapeutic oral prophylaxis and educates patients in the control and prevention of oral disease such as caries, and periodontal disease through proper oral hygiene and regular professional care.

#### **Essential Duties and Responsibilities:**

- Provides appropriate periodontal services as treatment planned by the dentist.
- Provides routine prophylaxis to adult and pediatric patients (including full mouth scaling, polish, and use of topical fluoride as needed)
- Differentiates types of periodontal disease, prioritizes and sequences treatment properly including scaling, root planing, local anesthesia, and delivery of chemotherapeutic agents as indicated by the periodontal involvement of the patient
- Reports status of periodontal health and recommends proper interval for reevaluation/ recall
- Removes overhangs of filling materials and polish amalgams when endorsed.
- Place soft relines, when endorsed
- Full mouth periodontal charting that includes probing depths, mobility, furcations, recession, and mucogingival involvement
- Performs and documents a complete head and neck exam, including soft tissue pathology
- Properly expose, process, and mount oral radiographs
- Provides restorative treatment, with dentist supervision, if a restorative endorsement is obtained
- Utilizes nitrous oxide in treatment of patients, if permit is obtained
- Provides chair-side oral hygiene instruction in plaque control, appropriate use of home fluoride and desensitizing agents, and/or dietary and tobacco counseling

- Educates caregivers as to oral healthcare needs of accompanied patient
- Assists with other clinic responsibilities as needed including office maintenance
- Must be available to travel within Washington and Yamhill Counties
- Participate in the education of dental and dental hygiene students
- Provide training to co-workers, in the form of lunch and learns of other structured activities emphasizing OHI and patient education
- Maintain, clean, sterilize, and sharpen instruments
- Place dental sealants
- Deliver anesthetic as requested by treating dentist
- Comply with “Universal Precautions” for infection control
- Review patient’s medical history and dispense or confirm PAC
- Documentation necessary and consistent with generally accepted professional dental standards
- Help in the organization, implementation, and facilitation of current grants (state, local, private) related to dental health services
- Inventories supplies related to work
- Develop and modify prevention programs
- Attend office training and meeting along with CDE as required
- Knowledge of dental hygiene procedures, techniques, and tools
- Knowledge of medications used in conjunction with dental hygiene
- Knowledge of medical record keeping and dental charting
- Knowledge of OSHA Bloodborne Pathogens Standards and adherence to safety rules and standards
- Skill in cleaning teeth and examining the mouth and teeth for anomalies
- Skill in operating x-ray equipment, and processing film
- Skill in anesthetizing patients
- Ability to keep accurate and legible records
- Ability to perform dental assistant duties as needed
- Ability to work effectively with dentists, co-workers and patients
- Basic computer skills
- Ability to be culturally sensitive and to relate to people of varied racial, educational, and socio-economic backgrounds
- Ability to work with patients who have limited knowledge of proper oral hygiene.
- Willingness to work with interpreters and non-English speaking patients
- Perform other related duties as requested
- Handles protected health information (PHI) in a manner consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

### **HIPAA Requirements:**

The dental hygienist will have access to (PHI) during the course of his/her work activities. The DH will use this information to prepare both patients and medical records for visits with the provider and to keep the flow of work going smoothly in the clinic. Applying the minimum necessary standard of HIPAA, the designated records sets to which this employee will have access include: the full medical records, and the scheduling and demographics functions of the practice management system in the view only mode.

**Knowledge, Skills and Abilities Required:**

- Restorative functions endorsement preferred
- Requires excellent oral and written communication skills
- Bilingual English and Spanish preferred
- Proficiency in English, both spoken and written language

**Educational and Experience Required:**

- Requires an Associate of Arts or Bachelor of Science degree from an accredited dental hygiene program (BS preferred)
- A valid license to practice dental hygiene issued by the Oregon Board of Dentistry
- Current BLS/CPR/AED certification for healthcare provider is also required.
- Limited access permit for dental health preferred
- One or more years of responsible dental hygiene experience is preferred

**Behavioral Competencies:*****Accountability***

- *Role model VGMHC's mission, vision, and shared values*

***Customer-Focus***

- *Listen to the voice of the customer and strive to delight them by exceeding their expectations*

***Teamwork***

- *If someone needs help, help them*

***Initiative***

- *Be innovative, apply fresh ideas, and continuously improve how you do your work*

***Confidentiality***

- *Maintain strict confidentiality and respect the privacy of others*

***Ethical***

- *Demonstrate integrity, honesty, and stewardship in all encounters at work*

***Respect***

- *Demonstrate consideration and appreciation for co-workers and patients*

***Communication***

- *Demonstrate the ability to convey thoughts and ideas as well as understand perspective of others*

**Physical Requirements:**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee will be required to sit and stand for long periods of time. Specific vision abilities required by this job include close vision, distance vision, and visual acuity to read small print, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must have manual dexterity to handle small sharp instruments, and be able to reach to the top of a five-drawer filing cabinet, and lift boxes no more than 30 lbs.

**Work Environment:**

This position is an OSHA classification category I: tasks that involve exposure to blood, body fluids, and tissue: use of appropriate personal protective equipment is required. Generally works in a clinic/office environment, which may be stressful at times. Some work may be performed outside of the office for community dental education.

**Immunization:**

Staff member must meet immunizations requirements as stated in VGMHC’s immunization policy.

*Job description represent a general outline of the essential and major job duties, functions and qualifications required. They cannot be all-inclusive and comprehensive due to the dynamic nature of work performed to accomplish VGMHC’s Mission.*

**Employee’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Supervisor’s Signature:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

**Workplace site (circle one)**

- VG Home Location:** VG Administration
- VG Beaverton
- VG Cornelius
- VG Dental – Hillsboro, Cornelius, McMinnville
- VG Forest Grove
- VG Foundation
- VG Hillsboro
- VG McMinnville
- VG Pharmacy – Beaverton, Cornelius, Hillsboro, McMinnville
- VG Tigard