



## **JOB DESCRIPTION**

<b>TITLE:</b>	<u>Dental Hygienist</u>	<b>CLASS CODE:</b>	<u>XXX</u>
<b>DIVISION:</b>	<u>Environmental Health</u>	<b>EFF. DATE:</b>	<u>June 2022</u>
<b>DEPARTMENT:</b>	<u>Health</u>	<b>GRADE:</b>	<u>K</u>
<b>EEO CLASS:</b>	<u>Professional</u>	<b>FLSA:</b>	<u>Non-Exempt.</u>
<b>WORKERS COMP:</b>	<u>County</u>	<b>CDL:</b>	<u>Not Required</u>

### **GENERAL PURPOSE**

The position requires a Registered Dental Hygienist, working under the supervision of the attending dentist, to aid in the prevention and management of dental disease and oral health. Primary duties include prophylactic cleanings, scaling and root-planing, radiographs, sealants, oral hygiene instruction, and aiding the dental team in providing excellent dental care as needed.

### **SUPERVISION RECEIVED**

Works under the general supervision of the attending dentist and dental clinic manager.

### **SUPERVISION EXERCISED**

None

### **EXAMPLE OF DUTIES**

- Customer service: Demonstrates courtesy, respect, and a positive attitude for patients, co-workers and the public. Provides assistance to customers with questions or concerns.
- Sets up operatory for planned dental procedure and cleans dental unit for timely turnover.
- Reviews health histories and pre-treatment paperwork
- Acquires diagnostic information to assist the dentist in assessing oral health conditions using radiographs, periodontal probing, and clinical examination.
- Provides prophylactic cleanings, periodontal maintenance cleanings, or scaling and root planing procedures under the recommendation of the supervising dentist.
- Handles instruments safely, accurately, and efficiently.
- Maintains updated patient records including existing restorations, diagnosed treatment, and chart notes detailing the appointment.
- Applies fluoride treatments, desensitizing agents, and sealant materials as needed.
- Educates patients on their oral health conditions and instructs them on appropriate home care modified for their age, ability, and comprehension.

- Utilizes proper standard infection control protocols.
- Assists patients in scheduling appointments as needed.
- Assists in filling gaps in the schedule due to late cancellations and failed appointments. Help maintain an effective recare system.
- Assist the dental team as needed to maintain an efficient clinic, which may include administering local anesthetic, helping the assistants maintain the back clinic, and assisting the front-office with simple tasks when time permits.

### **MINIMUM QUALIFICATIONS**

- A. Graduation with an Associate Degree or higher from an accredited dental hygiene program. This program must be accredited by the American Dental Association's Commission on Dental Accreditation (CODA).

AND

- B. Current Dental Hygiene Licensure with Utah Division of Professional and Occupational Licensing. Licensing with administration of local anesthetic is preferred.

### **SKILLS AND ABILITIES**

Must be proficient in written and spoken English, especially as it relates to correct use of dental terminology and procedures. Spanish speaking ability is preferred.

Good organizational skills.

Ability to establish and maintain effective working relationships with employees, other agencies, and the public. Ability to deal with the public under conditions of stress and maintain composure and professionalism.

Long periods of sitting and recurring bending and reaching are required while performing dental hygiene procedures. The hygienist must also demonstrate dexterity in manipulating dental instruments and materials. Work involves regular and recurring exposure to the hazards of radiation and communicable diseases. The hygienist must exercise appropriate OSHA protocol to minimize harm.

Subject to background/security check.

A valid Utah Driver's License is required

### **OTHER QUALIFICATIONS**

Achieve a competent or higher rating overall in each performance evaluation which measures the following:

- Thoroughness, planning and organization, neatness, and accuracy.
- Learning and knowing all phases of the job; recognizing and solving routine problems.
- Knowing the office policies, systems, and services.
- Compared to other employees, maintaining a competent volume of work in addition to regular tasks, and a competent speed of work.
- Being able to perform new duties, adjust to new situations, and control of self under pressure.
- Being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility.
- Making decisions; studying and considering all facts; using common sense.
- Cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means.
- Being friendly, helpful, and showing self-control.
- Being punctual in attendance.
- Being professional in dress and manner; showing good housekeeping of the general work area.

**Approved:**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

\_\_\_\_\_  
**Department Director**

\_\_\_\_\_  
**Human Resources**

\_\_\_\_\_  
**County Manager**

**New Employee Certification of Receipt of Position Description**

I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Health Department.

Employee's Signature

Date