



**JOB TITLE:** Dental Hygienist  
**LOCATION:** Access Family Care - Dental  
**REPORTS TO:** Chief Dental Officer  
**CLASSIFICATION:**  Exempt  Non-Exempt  
**EXPOSURE RISK:**  Category 1 - High Risk  Category 2 - Moderate Risk  
 Category 3 - Low Risk

### **SUMMARY OF POSITION:**

Supporting the Mission and demonstrating the Core Values of ACCESS Family Care, the individual in this position will perform patient care services, under the designated scope of his/her service and licensure. The Practitioner shall use their best professional judgment in the performance of health care services that are rendered to patients; and shall provide appropriate care to all patients assigned to the Practitioner, without regard to the patient's ability to pay. The Practitioner shall render all services he/she deems medically necessary or otherwise appropriate for the patient, in compliance with Access Family Care's Clinical Management System. Working cooperatively with other Practitioners, Site Supervisors, and all staff members; this individual will support a team effort and promote a positive quality of care at all worksites.

### **REQUIRED SKILLS AND ABILITIES:**

- Must understand dental terminology, operate/utilize dental equipment, and perform technical procedures.
- Licensure as a dental hygienist
- Current BLS certification
- Excellent interpersonal and communication skills

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Attends all training sessions, staff meetings, and in-services as requested
- Prepare, maintain and preserve appropriate dental records
- Read and understand ACCESS Family Care Policies and Procedures, Safety Manual, Exposure Control Manual, and other manuals as assigned
- Understand HIPAA regulations and applies security measures to protect the privacy of patient information
- Greets and assists patients to the appropriate examination room
- Prepares and maintains dental instruments, supplies, and equipment
- Collects and records patient health histories
- Patient Management during dental procedures
- Dental procedures isolation techniques
- Dental Charting
- Supervises prevention and management of dental medical emergencies
- Polishes the teeth to remove stains and soft deposits
- Applies pit and fissure sealants
- Places topical medications
- Removes excess cement from fabricated restorations and orthodontic bands
- Oral prophylaxis, deep scaling, root planning, oral screenings, takes dental radiographs, and applies topical fluoride treatments
- Administers local anesthetic and provides assistance to the Dentists as needed (example: Nitrous).
- Maintain a recall system for comprehensive patients of record.
- Assist in sterilization of hygiene instruments.
- Discuss treatment plans and costs with patients.
- Satisfy all community outreach requirements. This includes community outreach and oral health education programs, as mutually determined by the Chief Dental Officer or ACCESS Family Care.

- Performs other duties as assigned

### **Dental Laboratory Procedures**

- Inventories and determines supplies needed for dental procedures and submits orders to the Site Supervisor
- Provides patient and community education i.e., delivering patient personal oral care instructions, delivering community dental health presentations, and plans and mans health fair booths
- Performs Quality Assurance controls on all tests and procedures daily, in accordance with CLIA and OSHA regulations
- Cleans and restocks examination rooms while assisting with good housekeeping of clinic
- Updates and maintains monthly maintenance log
- Assists with documentation and preparation of monthly/quarterly Performance Improvement reports
- Access and respond to e-mails
- Schedules appointments as necessary
- Empty biohazard trash (red-bag), sign and fax a copy to Purchasing Manager
- Observes safety and security procedures and uses equipment and materials properly
- Performs other duties as assigned by the Site Supervisor and/or the Practitioner(s)

### **SERVANT LEADERSHIP**

- Consistently exemplifies ACCESS Family Care's Core Values (C.A.R.E.) with patients and coworkers: Compassion, Access, Respect, and Excellence.
- Exemplifies Servant Leadership Qualities: Trusted Servant, Humility, Forgiveness, Patience, Trustworthy

### **EMPLOYEE PARTICIPATION/TEAM EFFORT**

- Works cooperatively with all staff members; serving each other while promoting a team effort and positive presence at all sites
- Assists with the orientation and training of new Team members
- Initiates internal Event Report form as required, supporting continuous quality improvement throughout Access Family Care

### **PROBLEM SOLVING**

- Demonstrates good judgment by taking appropriate actions regarding questionable concerns.
- Follows proper reporting procedures and processes
- Reports needs to appropriate management
- Manages conflict in an appropriate and professional manner, resolving issues at the lowest level possible, and following chain of command when necessary to resolve customer issues or complaints

### **PRODUCTIVITY/EFFICIENCY**

- Maintains a clean and organized work area
- Responsive to changing work requirements. Consistently demonstrates ability to respond to changing situations in a flexible manner
- Minimizes non-productive time and fills slow periods with education, organizing, housekeeping, or assistance to others
- Organizes work areas to be able to effectively complete varied assignments within established time frames
- Consistently evaluates work and determines if further steps are needed to meet internal and external customer expectations
- Takes initiative to redo inadequate or incomplete work
- Meets or exceeds attendance guidelines and consistently starts work on time
- Assures accuracy, thoroughness, and reliability of results for the job. Takes ownership for mistakes

- Attends (or has an excused absence) for all mandatory in-services i.e., safety/health fairs, employee meetings, and specific departmental in-services

**CUSTOMER SERVICE**

- Consistently demonstrates a commitment to Access Family Care’s Mission, to Serve the Underserved
- Follows dress code and appears professional while on duty
- Provides high quality customer services to internal and external customers
- Retrieves and responds to voice messages timely
- Greets everyone with friendliness and respect and resolves problems to the best of their ability or refers customers cordially to management
- Answers and manages telephone calls with pleasant telephone etiquette

**SAFETY AND SECURITY**

- Reads and understands HIPAA regulations and applies security measures to protect the privacy of patient information
- Reads and understands ACCESS Family Care’s Policies and Procedures
- Observes safety and security procedures and uses equipment and materials properly
- Responds quickly and appropriately to all drills and codes conducted by management staff
- Reports unsafe working conditions in timely manner to management
- Adheres to program guidelines, policies and procedures, and reports all work related incidents/accidents timely to appropriate management and human resources
- Participates in safety in-services
- Follows proper reporting procedures for actual or potential incidents so follow up and or prevention can occur

**WORKING CONDITIONS:** Work is performed in an interior medical/clinical environment requiring moderate physical activity. The work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Will work with blood or blood-borne pathogens and will require OSHA training.

**BASIC PHYSICAL REQUIREMENTS:**

|                 | Continuous<br>67 – 100% | Frequently<br>34 – 66% | Occasionally<br>11 – 33% | Seldom<br>1 – 10% | Restricted<br>0% | Description         |
|-----------------|-------------------------|------------------------|--------------------------|-------------------|------------------|---------------------|
| Sitting/driving | X                       |                        |                          |                   |                  |                     |
| Standing        |                         | x                      |                          |                   |                  |                     |
| Walking         |                         | x                      |                          |                   |                  |                     |
| <b>MOBILITY</b> |                         |                        |                          |                   |                  |                     |
| Lifting         |                         |                        | x                        |                   |                  |                     |
| Bending         |                         |                        | x                        |                   |                  |                     |
| Squatting       |                         |                        | x                        |                   |                  |                     |
| Reaching        |                         | x                      |                          |                   |                  |                     |
| Kneeling        |                         |                        | x                        |                   |                  |                     |
| Pushing         |                         |                        | x                        |                   |                  |                     |
| Pulling         |                         |                        |                          |                   |                  |                     |
| <b>LIFTING</b>  |                         |                        |                          |                   |                  |                     |
| 0 – 10lbs       |                         | x                      |                          |                   |                  |                     |
| 11 – 25 lbs.    |                         |                        |                          |                   | X                | Assistance Required |
| 26 – 50 lbs.    |                         |                        |                          |                   | X                | Assistance Required |
| 51 – 75 lbs.    |                         |                        |                          |                   | X                | Assistance Required |
| 76 – 100 lbs.   |                         |                        |                          |                   | X                | Assistance Required |
| 100+ lbs.       |                         |                        |                          |                   | X                | Assistance Required |

|                          |   |                             |   |                             |   |                     |
|--------------------------|---|-----------------------------|---|-----------------------------|---|---------------------|
| <b>CARRYING WEIGHTS</b>  |   |                             |   |                             |   |                     |
| 0 – 10 lbs.              |   | x                           |   |                             |   |                     |
| 11 – 25 lbs.             |   |                             |   |                             | X | Assistance Required |
| 26 – 50 lbs.             |   |                             |   |                             | X | Assistance Required |
| 51 – 75 lbs.             |   |                             |   |                             | X | Assistance Required |
| 76 – 100 lbs.            |   |                             |   |                             | X | Assistance Required |
| 100+ lbs.                |   |                             |   |                             | X | Assistance Required |
| <b>REPETITIVE MOTION</b> | <b>RIGHT</b>                            | <b>HAND</b>                 | <b>LEFT</b>                             | <b>HAND</b>                 |   |                     |
| Dexterity                | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |   | Dominant Hand       |
| Grasping                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |   | Dominant Hand       |
| Writing                  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |   | Dominant Hand       |
| Typing                   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |   | Dominant Hand       |
|                          |   |                             |   |                             |   |                     |

**MISSION**

Ozark Tri County Health Care dba ACCESS Family Care is committed to improving the health of the medically underserved of greater southwest Missouri, through direct services and collaborative efforts.

**CORE VALUES**

**COMPASSION:** We demonstrate **compassion** for our patients by being sensitive to their socio-economic status and ethnic diversity by providing the healthcare they need through the best and most efficient delivery methods which includes the chronic care model.

**ACCESS:** We create **access** to primary dental and medical healthcare by seeing patients with or without insurance or who have Medicare or Medicaid. We offer sliding fee discounts for those who qualify financially.

**RESPECT:** We **respect** our patients. No matter what their background or circumstance, we provide the services they need with equal respect. We as staff respect one another as we diligently serve our patients as servant-leaders.

**Excellence:** We seek **excellence** in all we do. We are committed to continuous improvement through review, evaluation, and a performance improvement program that involves all levels of leadership.

I \_\_\_\_\_ **acknowledge receipt of the job description for the position of Dental Hygienist. My supervisor reviewed my job description with me and I was given an opportunity to ask questions and discuss the expectations of this position.**

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature