



Dental Hygienist

Outpatient Medical Center

General Description:

Under the administrative direction of the Chief Operations Officer, with clinical guidance from Sr. Dentist, the Dental Hygienist will be responsible for the direct provision of oral hygiene and appropriate preventive services to dental patients and providing appropriate oral health information to individuals and groups.

Essential Job Functions:

- Assists in the oral health management of all clinic patients.
- Obtains baseline oral hygiene assessment data based upon accepted principles of oral hygiene and periodontal care.
- Records patient-hygienist transactions as they occur in the patient's dental record 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.
- Provides oral health education and appropriate individual counseling for all dental patients.
- Provides clinical oral hygiene services including dental prophylaxis, scaling, sealant application and fluoride application consistent with accepted professional practices and standards and in compliance with applicable state law and the center's clinical protocols.
- Integration of appropriate patient dental hygiene care with other health care professionals involved in the patient's health care management.
- Organizes and performs preventive oral health presentations at on-site and off-site locations.
- Assists in the provision of technical assistance and health education in the community as requested.
- Performs independent procedures as delegated and directed by a dentist in accordance with state regulations and law as well as Dental Department protocol and directive.
- Assists in the maintenance of all Dental Department areas in compliance with Dental Department directive and policies as well as center policies and procedures relative to infection control, exposure control and safety issues.
- Receives and places necessary telephone calls consistent with professional matters, clinic business and patient care of the Dental Department.
- Assists with various clinical and administrative functions as appropriate and time permits.
- Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with Dental Department directive and policy as well as state federal regulations(s).
- Complies in full with all OMC policies, procedures and QA/QI Program.

Other Duties as Assigned:

- Travels when necessary to meet operational needs.
- As directed by a supervisor, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.
- Responsible for personal compliance with all applicable federal, state, local and center rules, regulations, protocols and procedures governing the practice of dental hygiene and the clinical provision of dental hygiene services as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality.

Knowledge, Skills & Abilities:

Knowledge of dental software, Microsoft Office, calendar and scheduling software.

Skills in maintaining an organized work area with attention to detail; organizing and prioritizing workload and meeting deadlines, and communicating effectively with peers.

Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds; ability to articulate, written and verbally, work effectively with managers, co-workers, members of the public and professional groups; manage and coordinate activities and projects; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude; consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; work as an effective team member; function independently; exercise sound judgement and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships; work toward goals and objective of OMC Executives and Board of Directors; follow OMC policies – including adhering to its immunization policy and its mission; must be able to receive constructive feedback in a positive learning manner and be available to accept new assignments to meet emergency responsibilities.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards.
- Must be able to lift and carry up to 50 lbs.
- Position requires standing 2/3 of the time, walking 2/3 of the time, requires sitting 2/3 of the time, use of hands to finger, handle or feel 1/3 of the time, reaching with hands and

arms under 1/3 of the time, stooping, kneel, crouch or crawl under 1/3 of the time, talk or hear over 2/3 of the time.

Minimum Qualifications:

- Graduation from an accredited school of dental hygiene
- Unrestricted license to practice Oral Hygiene in the State of Louisiana
- Current CPR (BLS) certification

Preferences:

- Previous experience working in a clinic setting a definite plus
- Experience in FQHC preferred
- Bilingual/Medical Spanish is preferred but not required

Other Requirements:

- Must be willing to travel to other clinic sites, if necessary
- Must have a valid State Driver's License

*** Reviewed by the Chief Operations Officer and Dr. Dentist and approved by the Chief Executive Officer on Tuesday, June 13th, 2023.