



JOB POSTING

POSITION TITLE:	Dental Hygienist	FLSA STATUS:	Full-time/Non-exempt
DEPARTMENT:	UMT Health Services	SALARY:	Negotiable
LOCATION:	King William, VA	EDUCATION:	Dental Assistant Certification/Radiology Certified
SUPERVISOR:	Director of Medical and Dental Services	WORK EXPERIENCE:	3 years' Experience Preferred

JOB SUMMARY:

A Dental Hygienist is the first point of contact when patients visit a dental clinic. Their duties include screening patients, educating them about their diet and how it impacts their oral health and counselling them during and after treatment. Dental Hygienists can also perform dental procedures such as cleaning the teeth and gums, removing plaque and scaling and root planning.

PRIMARY DUTIES & RESPONSIBILITIES:

- radiographic studies, charting conditions of decay and disease, and performing procedures in compliance with the Dental Practice Act.
- Prepares treatment room for patient by adhering to prescribed procedures and protocols.
- Prepares patients for dental hygiene treatment by welcoming, soothing, seating, and draping patient.
- Provides information to patients and employees by answering questions and requests.
- Maintains instrumentation for dental hygiene treatment by sharpening, sterilizing, and selecting instruments.
- Selects materials and equipment for dental hygiene visit by evaluating patient's oral health.
- Completes dental hygiene procedures such as prophylaxis, gross debridement, scaling and root planing by removing calculus, plaque, and stains from teeth and from beneath gum margins.
- Detects disease by completing oral cancer screening, feeling and visually examining gums, using probes to locate periodontal disease and to assess levels of recession and radiographic studies.
- Arrests dental decay by applying fluorides, placing sealants and other cavity- preventing agents.
- Maintains patient appearance and ability to masticate by cleaning, and polishing removable appliances.
- Helps dentist manage dental and medical emergencies by maintaining CPR certification, emergency drugs and oxygen supply, and directory of emergency numbers.
- Educates patients by giving oral hygiene and plaque control instructions and postoperative instructions and providing reminders of time and scheduling of next dental visits.
- Documents dental hygiene services by recording vital signs and medical and dental histories and charting in patient records.

- Maintains patient confidence and protects operations by keeping information confidential.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Ensures operation of dental equipment by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, and calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.
- Maintains dental supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies.
- Conserves dental resources by using equipment and supplies as needed to accomplish job results.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

- Proven experience as Dental Hygienist or similar role
- In-depth knowledge of health and safety regulations in this profession (e.g. HIPAA)
- Experience in preparing and maintaining dental equipment
- Outstanding communication skills
- A patient and friendly personality
- Attention to detail
- Stamina to meet the physical demands of the job
- Diploma in Dental Hygiene
- Valid license to practice

EDUCATION and/or EXPERIENCE:

- Valid Dental Hygienist Licensure.
- Certified in Radiology required.
- Experience working in a Dental environment (required)
- Community health experience preferred).

OTHER REQUIREMENTS:

- Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicants for consideration for the position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk, and sit for long periods of time.

BENEFITS

- 401(k)
- Dental insurance
- Disability insurance

- Health insurance
- Life insurance
- Paid time off
- Vision insurance

HOW TO APPLY:

Candidates desiring to apply for this position must submit the following to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
AND
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Upper Mattaponi Tribe
Attn: Dental Hygienist
Email: careers@umitribe.gov

NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).