



Dental Hygienist

POSITION SUMMARY

Provide quality dental care and associated services to patients under the supervision of a dentist and using established dental hygiene procedures. Assist other staff in a variety of patient care, office and laboratory duties. Perform broad responsibilities for clinic and community dental health education activities.

The dental hygienist reports directly to the Chief Dental Officer.

Ethne Health is a faith-based, non-profit primary care clinic (Federally Qualified Health Center Look-Alike) serving a primarily immigrant and refugee population in Clarkston, GA.

KEY RESPONSIBILITIES

Achieve Results

- Improve the oral health of patients through the delivery of periodontal therapies and other dental hygiene-related and preventive services.
- Enhance the efficiency of the clinic by performing expanded duties as allowable by law and as directed by the dentist.
- Ensure patients enjoy a positive experience and are treated with care and compassion.
- Ensure all patient records and related documentation are managed and maintained timely, accurately, and consistently with all HIPAA and other related regulations and requirements.

Operational Excellence

- Ensure all tasks provided and associated with patient care, patient administrative processes, and related duties comply with all regulatory and accreditation standards, as well as clinic policies and procedures.
- Ensure direct patient care is delivered using established dental hygiene procedures.

Relationships

- Develop favorable relationships with all patients. Interact positively with patients to provide information and education about oral hygiene. Handle and resolve patient concerns with enthusiasm and empathy.
- Establish favorable working relationships with all staff members associated with clinic operations, including front desk staff, dental assistants, dentists, and related staff.

Stewardship and Professionalism

- Uphold and consistently represent the values and mission of Ethne Health at all times.
- Represent the organization in a highly professional manner at all times.
- Ensure compliance and attention to all corporate policies and procedures.
- Complete continuing education as necessary to retain state license.



ESSENTIAL FUNCTIONS/KEY COMPETENCIES

- Provide direct patient care and dental services as trained, licensed, and privileged.
- Good physical stamina and physically able to perform the duties of a dental hygienist.
- Assess dental condition and needs of patient using approved patient screening procedures, including medical history review, dental charting, and periodontal charting.
- Demonstrate knowledge of established oral hygiene concepts and periodontal therapies.
- Evaluate overall oral health, examining oral cavity for signs of periodontal disease or possible cancers, including recessed & bleeding gums, and oral lesions.
- Expose, process, and mount radiograph films.
- Follow through with oral hygiene procedures in accordance with treatment plans prescribed by the attending dentist. Procedures may include: Prophylaxis, periodontal scaling, root planning, debridement, supra and subgingival scaling and curettage, application of fluoride treatments and protective sealants, and administering local anesthesia, if licensed.
- Collect and record patient health histories (dental and medical) and vital signs and record information for dentist's reference prior to examination.
- Document dental history or chief complaint; record and report pertinent observations and patient reactions to dentists, as appropriate.
- Read, write, and maintain patient records and related administrative documentation.
- Utilize the requisite tools, systems, technology and equipment in the collection of patient data, records management and collections.
- Prepare and maintain dental instruments, materials and equipment.
- Demonstrate knowledge and understanding of dentistry procedures, clinic infection control procedures, cleaning and sterilization of instruments, tray setup and materials.
- Assist with or initiate emergency measures for sudden adverse developments during treatment of patients.
- Help patients feel comfortable before, during and after dental treatment.
- Interact positively and with cultural competence with a diverse patient population, including proficiently working with an interpreter as needed.
- Provide service in a manner that is appropriate for the patient's age. Demonstrate knowledge and skills necessary to meet the patient's physical, psychosocial, educational and safety needs.
- Educate patients in oral hygiene and dental care, including proper tooth brushing, flossing, nutrition counseling, substance use cessation counseling (i.e. tobacco, betel nut), discussing oral hygiene products and the need for professional care.
- Demonstrate commitment to the mission of the organization in promoting oral health.
- Able to work as a member of an interdisciplinary Care Team. Good interpersonal skills are a necessity, including an ability to work well with the variety of ages, cultures, and temperaments represented among Ethne Health staff and patients, treating others with kindness and professionalism in all they do.
- Adequate written and verbal communication skills for communicating coherently and professionally with patients and co-workers.
- Support the front office positions by performing office duties as requested, including answering phone calls, assisting with check-in and check-out, and scheduling appointments.
- Commitment to demonstrating personal integrity through punctuality, honesty, being able to follow instructions, give and offer feedback, proper attention to detail in all work matters, and a willingness to learn from others.



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a community clinic

- Able to work independently, take initiative, and set priorities in accordance with the needs and mission of the clinic.
- Flexibility to adapt to changing or stressful conditions, including unanticipated changes to working schedules or locations.
- Conscientious of departmental and organizational policies and procedures, and able to embrace and personify the mission of Ethne Health.
- Utilize the requisite tools, systems, technology and equipment in the collection of patient data, records management and collections.
- Demonstrate knowledge of dentistry procedures, including dental coding and order of treatment. clinic infection control procedures, cleaning and sterilization of instruments, tray setup and materials to CDC and OSHA standards.
- Able to explain and obtain informed consent for procedures about to be performed.
- Efficiently and effectively input treatment plan into dental management software and present treatment plans to patients, including financial aspects and sequence of the proposed treatment plan.

POSITION REQUIREMENTS

Education

- High school diploma or equivalent.
- Successful completion of an accredited dental hygienist program.
- Current Registered Dental Hygienist with state licensure.
- Current BLS certification and radiation safety certification.
- *Bilingual preferred* (e.g. Dari, Arabic, or Spanish) with fluent English language proficiency.

Experience

- 1-2 years clinical experience in a general dentist practice (preferred).
- Experience working with patients of all ages, adult and pediatric.

Work Environment

- Compensation: \$40-50/hour depending on experience and qualifications
- Part-time with the potential for full-time
- For full-time employees, there is the option to participate in Ethne's employer sponsored benefit plan that includes health, dental, vision and life insurance.
- For full-time employees, three weeks of PTO per year in addition to major national holidays.

ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of my job description. I understand that it is my responsibility to review Ethne Health's expectations with my supervisor.

Print Employee Name

Signature of Employee

Date