



NVIH POSITION DESCRIPTION

REGISTERED DENTAL HYGIENIST

REPORTS TO: Dental Director

SUPERVISES: None

POSITION SUMMARY: The Registered Dental Hygienist will work under the general/direct supervision of the Staff Dentist and Dental Director to provide dental cleaning services and general preventive dental care as permitted by licensure from the State of California. The Registered Dental Hygienist will help plan and implement programs to increase dental awareness, teach oral hygiene, and promote community preventive activities. This position *may* require travel between Northern Valley Indian Health, Inc. sites to help fill staffing vacancies and/or shortages.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Provide prophylaxis, scaling, root planing and curettage services to our patients.
2. Provide oral hygiene instruction to patients. Aid in the development of programs to disseminate information on preventative dentistry and oral hygiene.
3. Provide fluoride treatments for patients. Help develop and implement programs to promote fluoride, i.e., fluoride tablet program, community water fluoridation.
4. Apply pit and fissure sealants.
5. Charting of oral conditions.
6. Evaluate patients with periodontal disease by use of diagnostic skills, periodontal probe and periodontal evaluation forms.
7. Aid the dentists in development and implementation of periodontal treatment plans for clinic patients.
8. Perform expanded duties under direct supervision of a dentist to the extent the law permits.
9. Keep current with new techniques and philosophy related to preventive dentistry and periodontics.
10. Perform the following supportive tasks to ensure efficiency of patient flow:
 - a. Sterilize instruments.
 - b. Set-up trays.
 - c. Inventory and request supplies as necessary to maintain par levels.
 - d. Maintain a clean, orderly and well stocked operator.
 - e. Know and implement all infection control procedures established for the clinic.
11. Actively attend general and dental staff meetings.
12. Willing to travel to other clinic locations when needed.

All NVIH employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and

- Abide by the NVIH's policies and procedures as they may from time to time be updated.

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:

1. Graduate of an accredited Dental Hygiene Program.
2. Licensed by the State of California to practice as a Registered Dental Hygienist.
3. One-year experience in a private or clinical practice.
4. Radiation safety certification for California.
5. Current CPR certification.
6. Reliable transportation.

Indian Preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc. is an Equal Opportunity Employer.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

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.

While performing the duties of this job, the employee is regularly required to communicate and listen. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

FLSA STATUS: Non-exempt

DATE OF LAST REVIEW / REVISION: 7/2012

ASSIGNED SITE: Chico/Red Bluff/Willows/Woodland

Employee Signature

Date