

Job Description

JOB TITLE: **Dental Hygienist**
PROGRAM/DEPARTMENT: **Dental Clinic/ Integrated Suites**
REPORTS TO: **Dental Director**
SUPERVISES: **N/A**
PRIMARY WORK LOCATION: **SSHC Dental Clinic/Champa Street Dental Clinic**
EMPLOYMENT CLASSIFICATION: **Full-time/Exempt/Salary**
TYPICAL WORK SCHEDULE: **TBD**
LAST REVIEWED: **01/01/2016**
REVIEWED BY: **Dental Clinic Operations Manager**

Coalition Mission

The mission of The Colorado Coalition for the Homeless is to work collaboratively toward the prevention of homelessness and the creation of lasting solutions for families, children, and individuals who are experiencing or at-risk of homelessness throughout Colorado.

The Coalition advocates for and provides a continuum of housing and a variety of services to improve the health, well-being, and stability of those it serves.

Our Philosophy of Service

We believe all people have the right to adequate housing and healthcare. We work to remove the barriers that restrict access to these rights. Society benefits when adequate housing and healthcare are available to everyone.

We create lasting solutions to homelessness by:

1. Honoring the inherent dignity of those we serve, affirming their capabilities, and fostering their hope that a better life is possible;
2. Building strong, caring trauma-informed communities through the integration of housing, healthcare, and supportive services;
3. Advocating for social and racial equity, inclusivity, and diversity and challenging the status quo in partnership with our workforce members and those we serve;
4. Achieving excellence through continuous quality assurance, innovation, and professional development; and
5. Using resources judiciously and effectively.

Job Summary

Performs dental prophylaxis, applying topical fluorides, examining teeth and gums, instructing patients on proper dental care, and assisting the dentist with procedures as required.

Essential Job Functions

Employee must be able to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of self or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Employee will perform job according to applied laws. The essential job functions listed are representative of the knowledge, skill, and/or ability required to perform this job and do not represent an exhaustive list of job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

1. Assesses dental condition and needs of patient; uses patient screening procedures including medical history review, dental charting, and perio charting; takes patient vital signs as required.
2. Delivers direct patient care using established dental hygienist procedures; performs routine treatment procedures, such as prophy, root planing and scaling, polishing, oral hygiene instructions and x-rays.
3. Develops and implements individualized dental care plans for patients; performs patient education, discharge planning, and patient/family teaching under the supervision of the dentist.
4. Provides chair-side assistance to dentist in the performance of special test, procedures, and complex treatments.
5. Documents dental history or chief complaint; records and reports pertinent observations and patient reactions to dental staff, as appropriate; documents procedures and ensures follow up on results.
6. Assists with or institutes emergency measures for sudden adverse developments during treatment of patients.
7. Performs patient triage and initiates patient care as appropriate for walk-in patients.
8. Participates in the creation and development of patient and public oral health education that will provide meaningful responses to the oral health needs of adults and children who are homeless.
9. Maintains a work environment that is marked by respect for others; that values inclusiveness and builds workforce diversity; and that fosters cooperation and teamwork.
10. Performs other duties as assigned by management.

Education and Work Experience

1. Graduation from a School of Dentistry accredited by the American Dental Association required.
2. License to practice dentistry in the State of Colorado required.
3. Current DEA licensure and Life Support certification required.
4. Completion of a one-year General Practice Residency preferred.
5. Previous experience in the practice of general dentistry preferred.

Knowledge, Skills and Abilities

1. Sound critical thinking and decision-making skills.
2. Consistently superb customer service skills; excellent interpersonal/assertive communications skills demonstrating a high degree of emotional intelligence.
3. Knowledge of homeless issues and demonstrated sensitivity to and a desire to work with underserved populations.
4. Knowledge of Federal and State regulations and guidelines for the provision of dental outpatient services.
5. Knowledge and understanding of dental surgery and associated procedures, terminology, and techniques.
6. Knowledge of patient screening, charting, and medical history procedures and documentation.
7. Skill in operating office equipment, such as computers, software (e.g., Microsoft Word, Excel and PowerPoint; e-mail; EHR systems) and telephones.
8. Able to demonstrate core competency in EHR.
9. Skill in analyzing medical records and prescribing protocol to formulate effective therapeutic treatment plans.
10. Skill in oral and written communications.
11. Able to independently assess the nature and extent of dental, periodontal, and associated conditions and pathology in dental outpatients.
12. Able to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines.
13. Able to communicate effectively with diverse audiences.
14. Able to organize and prioritize multiple responsibilities simultaneously.

Physical Requirements

Percentage of work time spent on activity →	0% - 24%	25% to 49%	50% to 74%	75% to 100%
SEEING: Must be able to read computer screens and printed documents.				X
HEARING: Must be able to hear well enough to communicate with employees and others.				X
STANDING/WALKING		X		
CLIMBING/STOOPING/KNEELING		X		
LIFTING/PULLING/PUSHING		X		
FINGERING/GRASPING/FEELING: Must be able to write, type and use telephones.				X
DRIVING: Must have valid driver's license and clean driving record.	X			

Working Conditions

Works in climate-controlled office environment with frequent interpersonal interactions. As in any medical clinic, there is a risk of exposure to blood borne pathogens.

This job description is intended to describe the general nature of work performed. It is not intended to be a complete list of all responsibilities, duties, and skills required for employees performing this job. This job description does not represent or establish a contract of employment. The Coalition may change job descriptions at any time, with or without notice, as service needs require.

The Colorado Coalition for the Homeless is committed to delivering services, making employment-related decisions, selecting volunteers, and selecting vendors without regard to age over 40, race, sex, color, religion, creed, national origin, ancestry, disability, genetic information, marital status, sexual orientation, gender identity, gender expression, pregnancy, health condition related to pregnancy, military status, or any other applicable status protected by law.

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