



Dental Hygienist

Department: Dental

FLSA Status: Exempt

Grade/Level:

Work Schedule:

8 a.m. to 5:30 pm Monday- Thursday.

8 a.m. to 12:00 pm on Friday. However,

additional hours may be required to complete duties.

Job Status: Full Time

Reports To: Dental Director

Amount of Travel Required: 25-50%

Positions Supervised: None

POSITION SUMMARY:

The Dental Hygienist works as part of the dental provider team providing a variety of services in the treatment of patients including necessary documentation of treatment in charts and completing encounter forms. The Dental Hygienist is under the direct supervision of the Dental Director and/or the Dentist with whom she/he is working. Dental Hygienist is involved in continuous Quality Improvement practices and measures as set by Mainline Health Systems, Inc. and in which the practice focus is based on a Patient Centered Medical Home model of care.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Provide direct dental services within scope of training in clinic site.
2. Provide preventive dental services in clinic.
3. Provide dental screening and preventive education for schools as time and revenue allows. This activity will be determined by the Dental Director.
4. Serve on Audit Committee if needed for dental quality assurance and OSHA regulations.
5. Assist dentist as requested on development of dental protocol.
6. Supervise and guide assistant and/or receptionist as necessary
7. Participates in monthly management staff meeting and quality improvement practices
8. Completion of continual job training processes set forth by Mainline Health Systems, Inc.

Other duties include performing all duties in accordance with applicable American Dental Association standards; ensuring that autoclave sterilization is adequate through testing of controls.

Any other duties deemed necessary by Dental or Clinical Director.

REPORTING RELATIONSHIPS

The Dental Hygienist reports to and is supervised by the Dental Director.

EVALUTATION

The evaluation of work performance will be on-going and done by the Dental Director. This evaluation will include the specific duties and responsibilities of this position description plus employee attitudes and general working behavior. Formal evaluation will be performed annually but may be initiated by supervisor at other times if deemed necessary.

QUALIFICATIONS

1. Graduate of an accredited dental hygiene school.
2. Licensed to practice as a Registered Dental Hygienist in Arkansas.
3. Ability to communicate with people of all socio-economic backgrounds, races and ages.

STATUS

- This is an OSHA high-risk position.
- This is an ADA negotiable position.
- This is an FLSA Exempt full time position.

SALARY

The salary for this position is negotiated between the individual, Dental and Executive Directors, using the Arkansas Wage Survey and local salary guide as guidance for the salary scale of Registered Dental Hygienists.

Employee Signature: _____

Date: _____