



SELDOVIA VILLAGE TRIBE

Tradition Integrated with Technology

Dental Hygienist Job Description

Job Title:	Dental Hygienist	Work Schedule:	Monday – Thursday
Department:	Dental		Compressed/Flexible work hour plan: 10, 9.5, 8.5, 9.5 = 37.5 Hour Work Week
Reports To:	Dental Director		
Supervises:	None		
FLSA Status:	Exempt		
Classification:	Full-Time * (see work schedule)	Location:	Homer

Position Overview

Under the general supervision of the Dental Director, the Dental Hygienist will assess patient needs, plan and deliver direct dental care and associated services to patients within the scope of their training and licensure. The Dental Hygienist works cooperatively with all dental and clinic staff in a team environment to serve the needs of patient/partners.

Duties and Responsibilities

- Deliver direct care to patient/partners to include, but not limited to, cleaning, polishing, radiographs, application of sealants and flourides.
- Provide chair-side assistance to dentist in the performance of special tests, procedures or complex treatments
- Assess dental condition and needs of patient using patient screening procedures to include medical history review, and dental and periodontal charting.
- Make impressions of patient/partner teeth for study casts
- Participate in quality assurance activities such as development and review of policies and procedures and programs that affect quality of care.
- Assist in case management of all dental patients to include assessment, recall and follow up of patient visit and problem.
- Monitor and follow up case studies related to patient education to include diabetes, Native children and other health disparities. Develop and implement individualized dental care plans for patients; perform education and discharge planning.
- Understand and apply principles of aseptic technique and Universal Precautions for infection control.
- Follow compliance requirements of OSHA and CLIA in procedures including but not limited to refrigeration temperatures, laboratory assurance tests, and autoclave spore tests.
- Assist in patient referral process and patient follow-up care as directed or necessary.
- Utilize Electronic Health Record for patient documentation
- Recognize and respond to emergencies.
- Participate in SVT staff meetings and committees as required
- Other duties as assigned





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Specifications

- Comply with all applicable regulations, policies, and procedures (including but not limited to SVTHW Dental Procedures, HIPAA, PPI, local, state, federal, and grant requirements, and SVT Personnel Policies.)
- Commitment to patient satisfaction.
- Must work cooperatively and productively in a team environment with a diverse set of employees and patients. Must contribute to a positive work environment.
- Knowledge of radiation protection standards, devices, and techniques
- Familiarity with dental protocols, procedures and terminology.
- Interpersonal skills a must; ability to communicate in a professional manner, in both verbal and written form, to patients and coworkers.
- Ability to anticipate and respond to patient needs; follows up until needs are met.
- Ability to build rapport with patients.
- Demonstrate flexibility and willingness to change. Must adapt to changes in schedule, remain organized, manage time and stress, and multitask. Position is in a fast-paced work environment.
- Must use resources efficiently
- Must exhibit safety awareness by actively promoting safety for patients, families, visitors, and coworkers.
- Must be able to travel as required on a quarterly basis to other communities

Job Requirements

Education:	Graduate from Dental Hygiene program: Required
Experience:	Preferred: 2+ Years' experience in a clinical environment
Certifications/Licensure:	State of Alaska Dental Hygienist License Required BLS/First Aid Required– Provided by SVT
Computer/Office Equipment Skills:	Proficiency in Mac, PC, and Microsoft Office Products, required. Experience using Electronic Health Records a plus. Experience with Dentrix a plus. Must be able to effectively use multiline phone, fax machine, scanner, and printer.
Travel Requirements:	Quarterly travel to Seldovia and Anchor Point. Travel to be conducted mostly as day-trips, but may include occasional overnight stays in Seldovia and is subject to inclement weather. Travel may occur by boat, plane, or car.
Employment Requirements:	Must be able to successfully pass a pre-employment drug screen Must be able to successfully pass a pre-employment background check Must undergo FBI Fingerprinting





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Physical Demands

N – Not Applicable: Activity is not applicable to this position

O – Occasionally: Position requires activity up to 33% of the time (0-2.5+ Hrs/Day)

F – Frequently: Position requires activity from 33% - 66% of the time (2.5 – 5.5+ Hrs/Day)

C – Constantly: Position requires activity more than 66% of the time (5.5+ Hrs/Day)

This position requires the ability to wear Personal Protective Equipment such as a fitted respirator mask and protective examination gloves.

The nature of this position requires good manual dexterity

Activity	Demand	Lift / Carry	Demand
Stand	C	10 lbs or Less	C
Walk	C	11 - 20 lbs	F
Sit	F	21 – 50 lbs	O
Climb	O	51 – 100 lbs	N
Crawl	O	Over 100 lbs	N
Squat or Kneel	O		
Bend	O	Push / Pull	Demand
Speak	C	12 lbs or Less	C
Grasp	C	13 – 25 lbs	F
Manually Manipulate	C	26 – 40 lbs	F
Reach Outward/Above	F	41 – 100 lbs	N

Work Environment

The Dental program of SVT Health & Wellness is a fast-paced work environment and requires the ability to manage time and stress. Seldovia Village Tribe is a drug-free, alcohol-free, and tobacco-free work environment. An individual in this position may be exposed to communicable diseases or hazards common to a healthcare setting, including but not limited to needle stick wounds, chemicals, and tuberculosis. Work is generally conducted in a typical office setting. Travel between locations may be by small boat, small plane, or by car and is subject to inclement weather.

Review

Seldovia Village Tribe has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended as an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors, directors, and/or CEO may assign additional functions and requirements, when appropriate. This document does not represent a contract of employment, and Seldovia Village Tribe reserves the right to change this job description.

The signatures below acknowledge that this job description was reviewed on the dates noted.

Dental Hygienist Signature:		Date:	
Dental Director Signature:		Date:	
SVTHW Director Signature:		Date:	

