



Job Title: Dental Hygienist

Classification: Non-Exempt, paid hourly

Reports to: Dental Hygiene Supervisor

Purpose of Position: As an integral part of our dental staff, you will be responsible for the direct provision of oral hygiene and appropriate preventive and periodontal services to dental patients, and will provide appropriate oral health education to individuals and groups.

Education/Experience/Licensure:

- Graduation from an accredited school of dental hygiene
- Active MN or CA License per state of employment
- 2-4 years of clinical experience preferred
- Current CPR (BLS) from the American Heart Association or Red Cross
- Effective oral and written communication skills in English are required. Effective oral communication skills in Spanish preferred (based on clinic location)
- Local anesthesia/ N2O certificate
- Current state driver's license (based on clinic location)

Fundamental duties include (but are not limited to):

- Assist in the oral health management of all patients while following Apple Tree's policies and procedures; and as directed by provider
- Obtain baseline oral hygiene assessment data based upon accepted principles of oral hygiene and periodontal care
- Record patient-hygienist interactions as they occur in the patient's electronic health record so that the dental record accurately and completely reflects the nature of the contact, the condition of the patient and the care or treatment provided
- Provide oral health education and appropriate individual counseling for dental patients in various settings. Also may participate in delivering Oral Healthcare education and screenings at long-term care facilities, Head Start centers and community programs
- Provide clinical oral hygiene services including dental prophylaxis, scaling, sealant application, fluoride application, periodontal screening and administering local anesthetic consistent with accepted professional practices and standards and in compliance with applicable state law and clinical protocols
- Integration of appropriate patient dental hygiene care with other healthcare professionals involved in the patient's health care management
- Organize and perform preventive oral health presentations at on-site and off-site locations
- Perform independent procedures as delegated and directed by a dentist in accordance with state regulations and law as well as protocol and directive
- Assist in compliance with policies and procedures relative to infection control, exposure control, safety, and HIPAA issues
- Receive and places necessary telephone calls consistent with professional matters, clinic business and patient care
- Assist with various clinical and administrative functions as appropriate and as time permits
- Maintain CE credits, growth, and development
- Attend mandatory meetings scheduled at Apple Tree Dental



- Participate in a teamwork environment by assisting other doctor's, hygienists and assistants during down time
- As directed by supervisor or director, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives
- Responsible for personal compliance with all applicable federal, state, and local rules, regulations, protocols and procedures governing the practice of dental hygiene and the clinical provision of dental hygiene services as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality
- Perform other duties and responsibilities as assigned

General Expectations of persons in this position include (but are not limited to):

- The passion to fully embrace and embody Apple Tree Dental's mission, vision and values
- Comprehensive knowledge of oral hygiene care in various settings (outpatient clinic, nursing homes, Head Start centers, etc.)
- Knowledge of the principles and practice of modern oral hygiene and periodontal patient care is necessary
- Must be cognizant of the public health, social and economic factors which impact the overall health, and more specifically the oral health of Apple Tree's patients
- Must be able to creatively work with other health care professionals from a variety of disciplines to achieve maximal program effectiveness and patient benefit
- The ability to creatively solve problems through individual and/or programmatic action
- Willingness to work under a signed Collaborative Agreement following the proper state and company rules, regulations, and protocols when enough hygiene hours have been accumulated to accommodate patient care
- The ability to utilize and/or learn computer skills and systems such as; but not limited to: Open Dental software, Microsoft Office, and other systems as needed
- Willingness to travel when necessary to meet operational needs. This includes safely driving a company car to community sites or driving one's own car, if a company car is not available

Physical Expectations: Those physical movements and the degree of mobility, manual dexterity and hand-eye coordination normally associated with dental assisting in general practice dentistry will be performed on a repetitive basis. Prolonged sitting, standing, bending and twisting will be performed on a frequent basis. You may be asked to participate in lifting up to 50 pounds and assist with moving heavy carts (up to 75 lbs.) if applicable. The ability to distinguish letters and symbols as well as the ability to utilize telephones, computer terminals and copiers is required. Work under stressful conditions as well as irregular hours may be required. Frequent exposure to communicable disease, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.

Facility Expectations:

1. Listens to, understands and appropriately responds to patient/customer needs. Meets the reasonable needs of all patient/family/customer groups and improves overall customer satisfaction.
2. Demonstrates professional behavior with his/her work. Complies with personnel and departmental policies. Supports and participates in quality improvement activities.



3. Works actively with others to get the job done. Consistently exhibits courteous behavior/actions, including maintaining a positive attitude.
4. Supports and participates in changes and discussions regarding work practices.
5. Acts and speaks respectfully regardless of the presence or absence of the person. Frequently offers praise to others for doing a good job. Listens to and respects the opinions of others, and maintains confidentiality.
6. Demonstrates enthusiasm and commitment towards personal growth and development; completes and attends mandated educational courses. Maintains current licensure and certifications, if applicable. Attends and participates in departmental meetings, and if unable to attend proactively asks or gathers missed information.
7. Addresses issues in a courteous and respectful manner. Maintains the same standard for all patients/families and co-workers. Supports co-workers and patients/families in a positive manner.
8. Follows safety practices. Identifies problems and works to resolve safety issues as they occur and in accordance with policy, asking for assistance when necessary. Helps and teaches others.

Apple Tree Dental (ATD) reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization. I have received, read and understand the Job Description above and job demands.

This document should in no way be considered a contract or guarantee of employment. Employment at Apple Tree Dental is at the mutual consent of Apple Tree Dental and the employee, and either party may terminate the relationship at any time, with or without cause, and with or without written notice.

I have received, read and understand the Job Description above, including all duties and expectations.

Employee Signature: _____ Date: _____