



KO'OLAULOA HEALTH CENTER  
*Be Well, Stay Well.*

**Ko'olauloa Community Health and Wellness Center**

**JOB DESCRIPTION**

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**Job Title:** Dental Hygienist

**Date Created:** 07/07/2021

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**Primary Function:** Work with the staff dentists to meet the oral health needs of Ko'olauloa Health Center patients. Provide preventive dental care and periodontal maintenance, as prescribed by the staff dentists, within the accepted standard of care and evidence-based practices.

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**Wage Classification:** Exempt

**Reports To:** Staff Dentist

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**Essential Duties & Responsibilities:**

**1. Office Management**

- Checks to ensure that units are ready, stocked and clean at the beginning of each appointment.
- Oversees cleanliness of operatory.
- Assists in other areas of the office when necessary (phones, unpacking supplies, front desk tasks)

**2. Equipment and Supply Management**

- Check hygiene room and equipment for cleanliness; clean and disinfect as necessary.
- Check to ensure that operatories are stocked and set up at the beginning of each appointment.
- Check equipment for needed repair and/or maintenance.
- Clean hygiene room at the end of the day; turn off equipment.
- Maintain a supply inventory for hygiene treatment equipment, instruments, and supplies.
- Review, select, and submit orders for patient education materials for the practice.
- Submit supply orders to the designated person once a month or as necessary.

### **3. Patient Management**

- Review hygiene patient schedule, lead or participate in the daily morning huddle.
- Carefully review patient medical and dental history forms.
- Accurately chart each patient's periodontal health.
- Take and appropriately arrange radiographs in the electronic dental record for patients as prescribed by the dentist.
- Perform rubber cup prophylaxis for patients.
- Perform scaling, root planning and selective polishing for designated patients.
- Provide topical fluoride applications for designated patients as prescribed by dentist.
- Communicate with patients in an understandable, age appropriate, and professional way.
- Accurately document in the patient chart the treatment provided by the end of the visit.
- Provide patient education and/or materials to every patient.
- Treatment plan patient care and work with receptionist to schedule hygiene patients with efficiency.
- Notify receptionist if a patient should be called in the evening following a difficult appointment.
- Perform other tasks as assigned by the dentist.

### **4. Personal Protective Items**

- Utilize hand washing techniques or antiseptic hand cleaner and clean paper towels.
- Utilize protective eyewear, gloves, masks, and gowns for all patient treatment.
- Notifies designated person of inventory shortage (gowns, gloves, masks)
- Uses heavy utility gloves when rinsing, wrapping, and loading cassettes/instruments for sterilization.

### **5. Infection Control Sterilization Area Procedures**

- Prepare cleaning solutions for ultrasonic cleaner daily.
- Clean ultrasonic units and autoclaves.
- Use a spore test once a month for sterilizer and log results.
- Keep sterilization area clean and neat at all times.
- Properly discard all disposable items from each visit
- Assemble soiled instruments and prepare for sterilization.
- Clean treatment room surfaces with disinfectant solution.
- Process instruments in ultrasonic unit
- Sort and package instruments and cassettes for proper sterilization
- Load, activate and vent the sterilization unit according to the manufacturer's directions.
- Store instruments and trays appropriately
- Maintain a supply inventory for infection control.
- Submit supply orders to the designated person once a month or as necessary.

### **6. Waste Management**

- Discard needles in puncture-resistant, leak-proof, labeled containers.
- Discard disposable materials soaked in blood in the red lined hazardous waste containers.
- Decontaminated regulated waste and place in leak-proof, puncture-resistant containers.
- Applies warning labels to regulated waste.

## **7. Office Participation**

- Be an active participant in staff meetings.
- Promote team concept by interacting with others in the office.
- Participates in community outreach events as requested.

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### **Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. **Employee is aware of risks involving COVID-19 or other contaminants.**

### **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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger; handle or feel; and reach with hands and arms.

### **Position Type/Expected Hours:**

This is a full-time position, and hours of work and days are Monday through Friday, 7:30 a.m. to 6:00 p.m. Position may require taking PTO or Leave Without Pay when the dentist is on PTO for an extended period of time greater than two days unless the COO approves continued work necessary to upkeep the Dental Department.

### **Minimal Qualifications:**

1. High school diploma
2. Must have completed at least 2 years of post-secondary education from an accredited dental hygiene program with an AA, AS, BA, or BS degree
3. Experience providing prophylaxis, scaling, and taking x-rays.
4. Compliance with state dental practice requirements (e.g., x-ray certification, OSHA training)
5. Legible handwriting; computer skills mandatory (Dentrix®, radiograph software)
6. Must be licensed to practice in state and meet other applicable state requirements.

### **Work Attire**

Dress Appropriately

Clean and pressed scrubs  
Closed shoes (no perforations)

**Professionalism:**

1. Treats patients with respect.
  2. Good interpersonal skills to maintain effective rapport with patients, dentists, other staff members and community.
  3. Represents the Health Center positively in the community.
  4. Effective verbal skills to communicate with patients and staff.
  5. Maintains confidentiality.
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