



# GREATER VALLEY HEALTH CENTER

**Greater Valley Health Center (GVHC) recognizes employees are at the heart of our ability to meet the needs of our patients and community. We invite every employee to contribute at the highest possible level. This position description is provided to outline the primary duties, qualifications, and job scope. It is not intended to limit the employee or GVHC to just the work identified. We expect each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavours.**

It is the policy of this facility to provide equal opportunity to persons regardless of race, religions, age (over 40), gender, disability, veteran, genetic information or any other classifications in accordance with federal, state, and local statues, regulations and ordinances.

Job Title	Dental Hygienist		
Wage-Hourly		Schedule	M-F/occasional weekend if necessary
Working hours per week	40		
Reports to (job title)	Dental Director	Non- Exempt Exempt	Non- Exempt

**Job purpose** *(Why does the job exist? What is it there to achieve or deliver?)*

Supports physicians, clinicians, health care workers, affiliates and partners by providing continuous support, troubleshooting and identifying opportunities for clinical information system improvements. Promotes future and present system functionality by designing, building and testing the clinical information systems.

**Knowledge, Skills & Experience** *(work experience, qualifications, specialist training, key skills, disposition)*

	Requirements	Essential/Desirable
Qualifications	Graduate of an accredited school of dental hygiene Registered Dental Hygienist licensure in state of practice Current CPR certification	Essential
Experience	Experience with EMR (electronic medical records), medical terminology a plus New Graduate or 1-2 years of experience	Essential
Knowledge & skills	Use of dental technology Dental health maintenance Infection control Health promotion and maintenance Bedside manner Creating a safe, effective environment Listening Teamwork Administering medication	Essential

	Thoroughness Self-development	
Abilities	Ability to maintain patient confidence and protects operations by keeping information confidential.	Essential
Special Requirements	Have and maintain a valid Montana's driver license.	Essential
Attitude & disposition	Strong work ethic, positive, caring, knowledge of cultural diversity and social determinants of health, team oriented. May be requested to perform functions relevant to the position but not listed above.	Essential

**Main Duties and Responsibilities of the Role:** these duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

Patient screening procedures; such as assessment of oral health conditions, review of the health history, oral cancer screening, head and neck inspection, dental charting and taking blood pressure and pulse

Taking and developing dental radiographs (x-rays)

Removing calculus and plaque (hard and soft deposits) from all surfaces of the teeth

Applying preventive materials to the teeth (e.g., sealants and fluorides)

Teaching patients appropriate oral hygiene strategies to maintain oral health; (e.g., tooth brushing, flossing and nutritional counselling)

Counselling patients about good nutrition and its impact on oral health

Making impressions of patients' teeth for study casts (models of teeth used by dentists to evaluate patient treatment needs)

Performing documentation and office management activities

**Working Environment** (*knowledge of special working practices, breadth of management skill required, customer impact, responsibility, efficiency*)

Work is mainly performed in an office/clinic setting with dental equipment, computer/phone work and moderate noise. Standing, bending, sitting, lifting, walking, stooping required. You may be required to travel to different clinic locations.

**Freedom to Act & Decision Making** (*depth of control, supervision received, use of judgement & initiative, analytical ability*)

Work independently to complete tasks; use sound judgment but ask questions if needed; show initiative for work/work flow improvements.

**Communication & Networking** (*liaison with others, type and level of communications*)

Clear and detailed written and/or verbal communication with patients, patient family members, co-workers, and providers.

**Finance/Resource Management** (*budgeting, forecasting*)

Use supplies efficiently by conserving dental resources by using equipment and supplies as needed to accomplish job results.

**People Management** (*supervisory responsibility, human relations skills*)

Non-supervisory position

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the changing of the post.

## Confirmation Section

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**Employee Signature**

Date:

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**Print name**

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**Supervisor Signature**

Date:

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**Print name**

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**Comments:**