

**ST. DAVID'S FOUNDATION  
JOB DESCRIPTION**

**JOB TITLE:** Dental Hygienist

**FLSA STATUS:** Exempt

**REPORTS TO:** Lead Dentist

**JOB PURPOSE**

The Dental Hygienist functions as a clinician and a patient educator, providing preventive and therapeutic services to patients of the St. David's Dental Program. In the absence of the Lead Dentist and Staff Dentist, the Dental Hygienist provides management and oversight for the daily operations of a Regional Clinical Team. The performance of the Dental Hygienist is evaluated jointly by the team Dentists.

**DENTAL PROGRAM**

The primary focus of the St. David's Dental Program is dental services for indigent children at Title 1 elementary schools in Central Texas who may not receive any dental care except on the St. David's dental vans. The St. David's Dental Program provides dental services at Title 1 schools eight hours per day, five days per week during the school year, so that the Dental Program can reach as many children as possible. Each dental van is staffed by professionals who operate full-time as a team, to maximize the number of children served and achieve optimal operational efficiencies.

**RESPONSIBILITIES**

**Clinical (50%)**

1. Perform a variety of dental hygiene procedures, with primary responsibility to provide sealants to children identified as candidates at the dental clinic sites.
2. Provide effective and appropriate dental hygiene and sealant procedures, including dental prophylaxis, gross debridement, periodontal treatment, and scaling and root planning, when appropriate.
3. Review consent forms for each patient to verify identity and determine medical needs and depth of care.
4. Oversee patient treatment documentation at chairside and computer data entry.
5. Create an environment of respect and compassion for patients and staff.
6. Serve as a resource for oral hygiene questions and nutrition as it relates to cavities and provide oral hygiene instruction.
7. Manage and oversee the daily operations of a Regional Clinical Team and Dental Assistants in the absence of the Lead Dentist and Staff Dentist.
8. Report and communicate suspicions of abuse to appropriate agencies and personnel.

**Clinical Services (30%)**

1. Provide dental care and emergency treatment with emphasis on empathetic and culturally sensitive chairside manner.
2. Provide appropriate dental care to patients according to established standards of care, as specifically in reference to OSHA and HIPAA protocols and guidelines.

3. Communicate directly with teachers and/or parents regarding questions or concerns about individual patient treatment.
4. Ensure privacy of all patient information to protect patient rights and meet Health Insurance Portability and Accountability Act (HIPAA) guidelines
5. Ensure compliance with all Occupational Health and Safety Administration (OSHA) protocols and guidelines.
6. Ensure that the State Dental Practice Act and standard operating procedures are followed during all aspects of treatment.
7. Maintain dental equipment and supplies in accordance with established Occupational Safety and Health Administration (OSHA), Center for Disease Control and Prevention, and American Dental Association protocols.

### **Administration (20%)**

1. Oversee patient flow to maximize the number of patients seen in the time available.
2. Provide feedback and recommendations on sealant policies and procedures related to preventive services.
3. Help to plan, develop, and administer professional hygiene services which meet the specific needs of a mobile dental facility.
4. Participate in the management of the Regional Clinical Team by partnering with the Lead Dentist and Staff Dentist.
5. Manage and oversee the daily operations of a Regional Clinical Team and Dental Assistants in the absence of the Lead Dentist and Staff Dentist.
6. Maintain up to date CE requirements, State Dental license and other regulatory/compliance requirements.

### **Other**

1. Working hours from 7:30 a.m. to 4:00 p.m., Monday through Friday, with a lunch break typically from 12:00 noon to 12:30 p.m.
2. Report personal absences, late arrivals, or early departures from the vans to the Lead Dentist.
3. Responsibility to report daily health screenings as requested.
4. Maintain effective communication and working relationships with patients and their parents, school personnel, partner agencies, community dentists, and all Foundation staff.
5. Demonstrate punctuality, open communication, and respect for co-workers and supervisors.
6. Attend and participate in Dental and Foundation-related meetings, as needed.
7. Respect and promote St. David's Foundation core values.
8. Maintain focus on continuous program improvement, quality clinical care, and exceptional service to patients and their parents.
9. Perform other duties as assigned by management.

### **Dress Code**

1. Scrubs
2. Appropriate footwear. Must be closed toed and puncture and fluid resistant
3. No jewelry, or chipped nail polish

## **SKILLS AND COMPETENCIES**

1. Exceptional service ethic and skills, including effective interactions, responsiveness, resourcefulness, and follow-through.
2. Superior verbal, interpersonal, written, and listening communication skills, with ability to communicate information diplomatically, concisely, and professionally with internal and external audiences.
3. Strong relationship management skills, with the proven ability to work well with various personalities.
4. Demonstrated experience in working with sensitive information and ability to maintain confidentiality.
5. Demonstrated ability to collaborate and effectively participate in a multidisciplinary team environment.
6. Self-motivated and proactive, with demonstrated ability to exercise independent judgment and initiative on projects.
7. Skill in seeking solutions to complex problems.

## **REQUIRED QUALIFICATIONS**

1. High school diploma or equivalent.
2. Currently Registered Dental Hygienist, licensed in the State of Texas.
3. Minimum of one year of experience as a Dental Hygienist.
4. Knowledge of dental equipment, materials, procedures, terminology, and chart preparation.
5. Familiar with standard dental hygiene concepts, practices, and procedures specific to pediatric patients.
6. Passion for working with children and public health.
7. Demonstrated clinical leadership skills.
8. CPR, OSHA, Infection Control, and X-Ray certified.
9. Willingness and ability to travel to multiple worksites within Central Texas.
10. Willingness and ability to work in a compact space.
11. Computer proficiency and experience.
12. Up to date with vaccinations against COVID-19 unless a reasonable accommodation is approved by the Foundation.

## **PREFERRED QUALIFICATIONS**

1. English/Spanish bilingual or other languages common in Central Texas.
2. Minimum of one year of experience in a mobile dental program.
3. Minimum of one year of experience treating a pediatric population.

## **PHYSICAL REQUIREMENTS**

1. Demonstrated fine motor skills ensuring the safe handling and transfer of dental instruments, equipment, and supplies, sometimes requiring lifting boxes up to 25 lbs.