
Evansville Christian Life Center

509 South Kentucky Avenue
Evansville, IN 47714
(812) 423-9222

Registered/Certified Dental Hygienist

Evansville Christian Health Clinic (ECHC)

Reports to: Director of Administration

FLSA Status: Non-Exempt

Narrative Description:

The Dental Hygienist promotes dental health by completing dental prophylaxis. This includes providing oral cancer screening, performing radiographic studies, and charting conditions of decay and disease.

Qualifications:

The Certified Dental Hygienist must work well with staff and volunteers. They possess the ability to organize information, assess important needs and share in a manner to accomplish the goals of the Evansville Christian Health Clinic (ECHC).

Specifically, there must be the ability to work closely with patients and dental practitioners to assure the patients' needs are met.

The Certified Dental Hygienist must be able to interpret the mission and value of the Evansville Christian Life Center and Health Clinic and ensure that patient interaction and services support the advancement of both.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following requirements are representative of the knowledge, skill, and/or ability required.

Job Requirements:

- Associates or Bachelors Degree in Dental Hygiene
- Valid Indiana Dental Hygienist License
- Must complete continuing education for License

Skills and Attributes:

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- Excellent interpersonal, oral, and written communication skills
 - Ability to read, analyze and interpret information accurately in order to effectively present, respond and appropriately interact with exterior contacts, staff, and clients
 - High level of hand-eye coordination necessary for extremely fine motor control
 - Strong time management skills with the ability to work independently
 - Must possess an element of maturity with sufficient life experience
 - Ability to exercise sound judgment and know the limits of this position
 - Excellent computer skills and mathematical skills are essential

Responsibilities Include, But Are Not Limited To:

- Schedule patients according to provider availability, and call patients prior to appointments to confirm
- Prepare for patient appointments by obtaining any necessary lab/test results or other medical records necessary for the visit.
- Prepare patient for dental hygiene treatment by welcoming, soothing, seating, and draping patient
- Provide information to patients and employees by answering questions and requests
- Maintain instrumentation for dental hygiene treatment by sharpening, sterilizing, and selecting instruments
- Complete dental prophylaxis by cleaning deposits and stains from teeth and from beneath gum margins
- Detect disease by completing oral cancer screening; feel and visually examine gums; use probes to locate periodontal disease and to assess levels of recession; perform radiographic studies.
- Educate patients by giving oral hygiene and plaque control instructions and postoperative instructions; provide reminders of time of next dental hygiene visit
- Assist with organizing and running Dental Blitz
- Maintain strict confidentiality in keeping with HIPAA practices
- Pray with patients when the appropriate opportunity presents
- Complete and submit monthly statistics for the dental clinic to the Evansville Christian Life Center in a timely fashion
- Stock exam rooms and maintain an aseptic work area
- Attend all ECHC staff meetings and ECLC meetings as requested
- Advise Director of Medical Services when clinic supplies need to be ordered.
- Perform other duties as appropriate to fulfill the objectives of this position as assigned by the Executive Director and CEO of ECLC and the Director of Administration
- Assist with other clerical and administrative work

Physical Demands:

The physical demands are representative of the physical requirements necessary to perform the essential functions of the Dental Hygienist. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, climb, or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 40 pounds, and assist patients on and off the exam chair. Also, the staff member must be able to manage frustration and personal or work stress without allowing it to interfere with her/his relationship with staff, volunteers, and patients.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is normally low to moderate.

Disclaimer:

This job description is not all-inclusive, and employees may perform other reasonably-related business responsibilities or duties as assigned by the Director of Medical Care Services, or the Executive Director/CEO. This organization reserves the right to revise or change position duties as needed. This job description does not constitute a written or implied contract of employment.

Consent/Acceptance Clause:

I have read and understand the above-mentioned qualifications and requirements for this job position. I meet or exceed the qualifications outlined in this job description. I am willing to carry out these specifications according to the Evansville Christian Life Center policies and procedures.

Employee Signature

Date