



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

**EXTERNAL AND INTERNAL JOB POSTING**

<b>POSITION: REGISTERED DENTAL HYGIENIST</b>	
<b>POSTING DATE:</b>	<b>AUGUST 28, 2018</b>
<b>CLOSING DATE:</b>	<b>SEPTEMBER 5, 2018- 5:00 PM</b>
<b>NUMBER OF OPENINGS:</b>	<b>1</b>
<b>RATE:</b>	<b>DOE</b>
<b>STATUS:</b>	<b>FULL-TIME, NON- EXEMPT</b>
<b>IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE AS STATED ABOVE.</b>	
<b>TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT <a href="http://WWW.TRIHCI.ORG">WWW.TRIHCI.ORG</a></b>	
<b>PLEASE SEND COMPLETED APPLICATIONS TO <a href="mailto:HUMANRESOURCES@TRIHCI.ORG">HUMANRESOURCES@TRIHCI.ORG</a></b>	
IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.	



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**POSITION DESCRIPTION:  
REGISTERED DENTAL HYGIENIST**

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**Reports To:** Dental Director  
**FLSA Status:** FT, Non-Exempt  
**Revised Date:** March 5, 2018

**Prepared By:** Human Resources  
**Salary Grade:** DOE  
**Board Approval:** July 5, 2018

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**POSITION SUMMARY:**

Dental hygiene is the science and practice of the recognition, treatment, and prevention of oral diseases. The Registered Dental Hygienist is a preventive oral health professional who has graduated from an accredited dental hygiene program in an institution of higher education, licensed in dental hygiene who provides educational, clinical, research, administrative, and therapeutic services supporting total health through the promotion of optimal oral health and functions in conjunction with the dentist.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES (WILL INCLUDE BUT NOT BE LIMITED TO):**

1. Provide quality care for our patients according to current Indian Health Service (IHS) guidelines, HIPAA, and OSHA requirements.
2. Follow Policy & Procedure, Standard Operating Procedure (SOP) and Employee Handbook.
3. Participate in general staff meetings, in-service, and trainings of the Health Center organization.
4. Observe existing dental department Policy & Procedure and participate in updating the same.
5. Participate in team meetings, peer review, quality assurance (QA), quality improvement (QI), customer satisfaction surveys, and other customer service or department enhancing activities.
6. Presentations for daycare children, education center for teens, and elders on occasion.
7. Promote the Tule River Indian Health Center Dental department by every ethical means.
8. Promote and improve customer service to patients, team members, and guests.
9. Promote Third party revenue from patients, grants, or other sources.
10. Travel at times for acquiring continuing education or participation in community projects.
11. All other duties as assigned.

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Essential dental office operations (including planning, organizing, scheduling patients, hygiene and periodontal treatments, relationships with team dentists, third-party revenue generators such as insurance and medi-cal).
2. Create a comfortable “dental home” for patients of all ages and ethnic backgrounds.
3. Meet or exceed the standard of care outlined by dental department Policy & Procedure, Standard Operating Procedures, IHS guidelines, ADHA (American Dental Hygienist’s Association) standards for clinical dental hygiene practice, HIPAA, OSHA, MSDS (material safety data sheet) Hazard Communication, and dental director directives.
4. Efficient and effective computer software skills for Microsoft Office and DENTRIX office management.

5. Strong work ethic in establishing and meeting personal goals and objectives in an ethical manner.
6. Relate in a positive manner to team members, other employees, patients and guests.
7. Manage medical emergencies in the dental office using 911, oxygen, the medical emergency kit and teamwork.
8. Assist handling of other emergencies if needed, such as fire, flood, natural disaster, poisoning, rescue efforts with the medical department and/ or other agencies.
9. Accept other responsibilities on a temporary basis from time to time as directed by team dentist or dental director.

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**EDUCATION AND/OR EXPERIENCE: (ALL ARE REQUIRED)**

1. Successful completion of 2-year certificate program or associate's degree program in dental hygiene from an institution accredited by the Commission on Dental Accreditation.
2. Registered Dental Hygiene Degree (RDH) from an American school, or equivalent degree from an acceptable foreign dental school.
3. Maintain continuing dental education for successful state license renewal.
4. Maintain RDH license and CPR certificate at the BCLS level.

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**QUALIFICATIONS: (ALL ARE REQUIRED)**

1. Three (3) positive character references from professional, business, or if needed personal sources.
2. Pass pre-employment and random drug & alcohol tests.
3. Pass pre-employment physical.
4. Pass Background check.
5. Lawfully eligible to obtain work in the United States.

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**CERTIFICATES, LICENSES, REGISTRATIONS: (ALL ARE REQUIRED)**

1. Diploma or equivalent from an accredited and accepted dental hygiene school.
2. Current and unrestricted license to practice dental hygiene, issued by the Dental Hygiene Committee of California (DHCC).
3. Current California driver's license and a good driving record.
4. Current CPR at the BCLS level.

**CONTINGENCIES:**

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (title 25, U.S. code § 472 & 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

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**Physical Work Environment:** *The description provided here is representative of those conditions in which the Registered Dental Hygienist will be required to perform the essential functions of this position. As stated earlier,*

*reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Registered Dental Hygienist is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The Registered Dental Hygienist will move throughout the health center to meet with supervisors and co-workers, and will experience some direct patient/client contact. Consequently, the Registered Dental Hygienist must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 10 lbs. repeatedly and up to 30 lbs. intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to aerosols, chemicals, biologicals, toxicants, and irradiants found on-site.

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**Disclaimer:**

*This position description lists the major duties and requirements for the Registered Dental Hygienist position as established by subject-matter experts at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

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**Employee Affirmation:**

*I have thoroughly read the attached position description for the position of Registered Dental Hygienist. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.*

Employee Name (Print)
Employee Signature
Date