**Mid-Iowa Community Action, Inc. Job Description**

**TITLE: Dental Hygienist – Dental Clinic**

**Reports to:** Health Services Director

**Job Summary**

Contributes to mission and vision of MICA by creating a positive, respectful, and safe environment when working with children, families and agency and community partners. This position is in a program that is responsible for generating revenue to sustain the program. Performs typical dental hygienist clinical duties with high risk patients. Must know HIPAA regulations and follow all HIPAA procedures. This position must perform regular duties at assigned worksite.

**Essential Job Functions**

Builds and maintains positive relationships with team members, agency and community partners and volunteers to achieve results

Compliance

* This position is in a program that is responsible for generating revenue to sustain the program. Should plan priorities accordingly
* Must know HIPAA regulations and follow all HIPAA procedures.
* Prepare pre-authorization documentation for dentist’s treatment plans and hygiene treatment plans
* Document treatment plans and future treatments needed
* Must maintain *strict* confidentiality at all times

Patient Care

1. Serve high risk patients including persons with mental health and substance abuse histories
2. Serve prenatal patients and providing education that relates to healthy mouth/healthy baby
3. Administer anesthetic with proficiency
4. Review complex medical histories with patients and the effect of medications on patient’s oral health; check for any potential anesthetic reactions/problems with patient’s health history
5. Perform and develop radiographs
6. Duplicate radiographs for pre-authorizations and referrals
7. Prepare documentation and supporting radiography for pre-authorizations and referrals
8. Refer patients to other dental clinics as needed
9. Create letters, make copies, and document information for patients who are referred to other oral health professionals
10. Follow-up phone calls with patients

Develop skills and knowledge related to the position

* Learns and understands basic eligibility requirements and screening procedures of assigned program(s)
* Complete and maintain certifications as required
* Successfully completes all trainings as needed or required
* Attends program or agency meetings as necessary
* Ability to acquire knowledge of specialized procedures and subject matter encountered in specific assignments

**Knowledge, Skills and Attitudes:**

* Able to read, write and speak the English language
* Committed to the concept of diversity and the inherent worth of every individual
* Knowledge of HIPAA regulations and practices
* Knowledge of theory, techniques, and practices of dental hygiene services
* Understanding of general dentistry and the benefits to patients for the presentation of treatment plans
* Proficiency in all aspects of dental hygiene work, including administering anesthetic
* Ability to quickly develop and to maintain rapport with patients
* Strong commitment to achieving results
* Strong communication skills, including listening skills
* Dedicated to continuous learning
* Must be able to maintain *strict* confidentiality
* Basic computer skills. Must be able to learn and effectively use a variety of computing software, electronic devices and databases

**Working Conditions (Essential physical, mental and emotional demands)**

*The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* The clinic is open Monday through Thursday, 8 a.m. to 6 p.m. There are on-call positions and there are regular fulltime and part-time positions. Hours for part-time and casual position vary.
* This position requires constant mental and physical work
* Constant interaction with patients and colleagues. Requires constant strong ability to think and reason independently, maintain objectivity, remain calm and pleasant, and to exercise sound judgment

1. The physical environment requires the employee to work indoors in a dental clinic operatory.
2. The person in this position constantly communicates with patients, colleagues, and community members and colleagues, both one-on-one and in larger groups. Must be able to exchange accurate information in these situations
3. Must be able to observe and recognize staff and participants to ensure appropriate monitoring and service provision.
4. Constantly operates dental equipment, including radiography equipment.

* The person in this position needs to have fine motor skills in order to perform chairside tasks
* This position requires some driving about the MICA service area to attend trainings and agency functions
* Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance

**Education & Experience:**

**Required:** Two year degree or bachelor’s degree in dental hygiene

**AND**

Must have a current Iowa Dental Hygienist License

**AND**

Must have a current license to administer anesthesia

**Other:**

**Candidates offered the position must meet the following criteria:**

* Successful completion of all background checks at hire and thereafter according to agency and program standards.
* Provide the agency with a TB assessment at time of hire and every year thereafter.

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and

activities may change at any time with or without notice.

Additional information

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| Program | Health | Management? (Yes/No) | No |
| Generic title | Dental Hygienist | FLSA status | Non-exempt |
| Pay grade | BAND 4C | Revised | May 2019 |
| EEO 1 Category 4 | Technician |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

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Signature of Employee Date