

Job Description

JOB TITLE: Dental Hygienist
SUPERVISED BY: Dental Director
STATUS: Salary/Full-Time - Exempt
Via Care Community Health Center

DUTIES AND RESPONSIBILITIES

This job working under general direction applying discretion and latitude in performance of various tasks associated with dental hygiene in a clinical or public health setting. Incumbents may supervise and evaluate performance of professional, paraprofessional and/or support personnel as assigned. Incumbents must be licensed as a Dental Hygienist in the state of California to perform this job.

RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS include, but are not limited to, the following:

1. Be familiar with VCCHC's program philosophies, goals, and objectives. Be cognizant of and comply with all VCCHC's policies and procedures, as well as state and federal regulations.
2. Complete all required paperwork on time. (Timesheets, encounter tickets, evaluations, progress notes, etc.)
3. Understand the requirements of VCCHC's Exposure Control Plan. Assure compliance with this plan by support staff assigned to assist you. Personally utilize universal precautions when practicing in the clinical setting.
4. Participate in staff outreach and off-site health care programs requiring Dentistry services as requested by the Dental Director. Represent VCCHC in the community.
5. Complete all duties, responsibilities, and competencies in a manner that is appropriate to the age groups to whom care / services are being provided.
6. Provide necessary information and signatures for participation in reimbursement arrangements, such as Medicare, Medicaid, and other plans.
7. Maintain up to date knowledge of coding and billing requirements. Provide accurate coding information on encounter tickets that corresponds to care given and documented in progress notes.
8. Rotate to other VCCHC centers as needed to provide coverage.
9. Report as needed to the Dental Director any pertinent information or situations that impact on patient care or VCCHC liability.
10. Attend and participate in mandatory VCCHC meetings (Center Specific quarterly meetings, Corporate meetings, and other meetings as designated by the Dental Director). Report dental issues at the Dental Meetings.
11. Review and update dental provider protocols and participate in Quality Assurance programs to minimize risk, in collaboration with the Chief Clinical Officer.
12. Participate in Peer Review activities as requested by CCO.
13. Make recommendations to the Dental Director regarding the purchase of dental supplies, instruments, and equipment, and repair and/or maintenance of these.
14. Demonstrate ability to work cooperatively with other members of the dental team. Be

supportive of coworkers.

15. Apply dental techniques.
16. Teach personal hygiene and daily living skills.
17. Communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing.
18. Maintain neat and professional appearance at all times.
19. Perform all surgical procedures using sterile techniques and CDC guidelines.
20. Carry out any other activities deemed appropriate by the Dental Director.

PHYSICAL REQUIREMENTS:

- Requires 80% or more time spent standing/walking.
- Independently mobile.
- Ability to lift weight equivalents to that would be required when occasionally assisting and positioning patients, repositioning equipment and lifting supplies.
- Ability to adapt and function in varying environments of workload, patient acuity, worksites and work shifts.
- Environmentally exposed to a variety of contagious diseases and other patient related conditions.

QUALIFICATIONS

- Education: Graduate of an accredited school of dentistry.
- Licensed as a Dental Hygienist in California.
- Insurability (malpractice)
- Principles, theories, and practices of dentistry.
- Principles, theories, and practices of radiology.
- Principles, theories, and practices of dental hygiene

SPECIAL REQUIREMENTS

- Must have a reliable automobile for use on the job (mileage to be reimbursed);
- Valid California Driver License and automobile insurance coverage
- Subject to a criminal background check prior to employment; and
- TB clearance, annual Influenza, to be renewed every year. Covid Vaccine