



## Metro Community Health Center



### Dental Hygienist

**Metro Community Health Center extends great benefits to our eligible employees.**

**MCHC current benefits are:**

- MCHC pays 100% of the employee premium for UPMC Medical, United Concordia dental, STD, LTD and Life insurance
- VBA vision coverage is offered as voluntary coverage that paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 12 paid holidays
- 401k with a 4% match

### **POSITION SUMMARY**

To provide quality dental care and associated services to patients under the general supervision of a dentist using established dental hygiene procedures. Assists other staff in a variety of patient care, office and laboratory duties. Performs broad responsibilities for the clinic as well as for community dental health education activities.

### **ESSENTIAL FUNCTIONS**

- Provides direct patient care and dental services as trained, licensed, and assigned. Assesses dental condition and needs of patient using approved patient screening procedures, including medical history review, dental charting, and periodontal charting.
- Evaluates overall oral health, examining oral cavity for signs of periodontal disease or possible cancers, including recessed & bleeding gums, and oral lesions.
- Completes all necessary radiographs and oral camera pictures each appointment.
- Documents dental/medical history, chief complaint, and all necessary diagnostic data in the patient chart. Records all pertinent observations and patient reactions as appropriate. This includes extra oral and intraoral inspections, periodontal charting, and general charting.
- Documents referrals to specialists and ensures follow up on results.

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- Follows through with oral hygiene procedures in accordance with treatment plans prescribed by the attending dentist. Procedures may include: Prophylaxis, periodontal scaling, root planning, debridement, supra and subgingival scaling and curettage, application of fluoride treatments, and application of protective sealants.
- Assists with or initiates emergency measures for sudden adverse developments during treatment of patients.
- Responsible for making impressions for bleaching trays, study models, etc. when requested.
- Performs Blood Pressure Monitoring at each appointment.
- Conducts dental health clinics for community groups to augment services of dentists.
- Helps patients feel comfortable before, during and after dental treatment.
- Educates patients in oral hygiene and dental care, including proper tooth brushing, flossing, nutrition and need for professional care.
- Demonstrates commitment to the mission of the organization in promoting dental health.
- Interacts positively with a diverse, sometimes difficult, and demanding patient population.
- Provides service in a manner that is appropriate for the patient's age; demonstrates knowledge and skills necessary to meet the patient's physical, psychosocial, educational, and safety needs.
- Completes and maintains patient records and related administrative documentation.
- Utilizes the requisite tools, systems, technology and equipment in the collection of patient data, records management and collections.
- Demonstrates knowledge and understanding of dentistry procedures, clinic infection control procedures, cleaning and sterilization of instruments, tray setups and materials.
- Demonstrates knowledge of established oral hygiene concepts and periodontal therapies.
- Responsible for the orderly appearance of the dental/hygiene operatories.
- Oversees the Patient Recall System.
- Coordinates with Dental Assistants to act as a Dental Assistant at peak times, or to help the overall clinic during a Dental Assistant's absence.
- Responsible for making sure that hygiene instruments are sharpened at appropriate intervals.
- Ensures that adequate quantities of supplies are always on hand.

## **REQUIREMENTS**

### Education

High school diploma or equivalent.  
Successful completion of an accredited dental hygienist program.  
Current Registered Dental Hygienist with Pennsylvania licensure.  
Current CPR Certification.  
License to administer local anesthesia is preferred.

### Experience

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Demonstrated success with clear thinking and ability to reorganize as needed.  
Demonstrated success in working independently, prioritization and problem solving.  
Demonstrated success in organization abilities.  
Demonstrated success in computer skills including ability to use computer for scheduling, dental records and digital x-rays.  
Demonstrated success in customer service/patient services or working with the general public, preferably in a medical care facility.  
Demonstrated success in managing difficult customer/patient situations.  
Significant knowledge of dental practices and procedures.  
Demonstrated success and experience with direct patient services including the proper knowledge and use of dental devices and equipment.

### Working Conditions

- Normal clinic working environment. Requires good verbal and written communication skills. Must be able to speak and read and write the English Language.
- Ability to move freely (standing, stooping, walking, bending, pushing, and pulling).
- Ability to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Normal accessibility and mobility throughout the region required
- Normal overtime/extended work hours

### Blood Borne Pathogen Exposure

- Category I: Job classification includes ALL employees who have occupational exposure\* to blood borne pathogens\* (blood or body fluids) while performing their job duties.
- Category II: Job classification includes employees who are likely to have SOME occupational exposure to blood borne pathogens because Category I tasks may occasionally be required.
- Category III: Job Classification includes those employees who perform jobs and tasks where NO CONTACT with blood borne pathogens occurs and Category I and Category II tasks ARE NOT a condition of employment.