JOB DESCRIPTION

JOB TITLE:  Dental Hygienist

REPORTS TO:  Lead Dental Hygienist

EMPLOYMENT CLASSIFICATION:  Full Time, Exempt

EXPOSURE CLASSIFICATION:  Perform job activities in ways that are respectful, courteous and responsive while interacting with patients, visitors and co-workers.

QUALIFICATIONS:  Completion of an accredited Dental Hygienist course and SC licensure as a Dental Hygienist are also required.  One year of experience working as a Dental Hygienist is also required.  Experience with electronic medical records is preferred.

PHYSICAL REQUIREMENTS:  Must possess ability to communicate in the dominant language of the geographic region.  Must be able to lift 30 pounds.  Vision and hearing corrected to within normal limits is required.  Must be independently mobile.

JOB FUNCTIONS:

1.  Clean deposits and stains from teeth and from beneath gum margins.
2.  Apply fluoride and other cavity-preventing agents.
3.  Conduct patient education and give oral instructions and demonstrations.
5.  Follow company policies, procedures, dental standards and state dental guidelines while performing job.
6.  Take x-rays using approved safety precautions
7.  Clean and disinfect room after each use.
8.  Clean and sterilize equipment after each use.
9.  Comply with all applicable infection control and safety procedures.
10.  Exhibit compliance with FHC’s corporate compliance policy.
11.  Perform job activities in ways that are respectful, courteous and responsive while interacting with patients, visitors and co-workers.
12.  Perform other duties and assume other responsibilities as apparent or as delegated to you.

PERFORMANCE CHARACTERISTICS:
**Knowledge of Job:** Has necessary knowledge of the methods, procedures and policies of the organization as they pertain to the performance of the assigned job.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described in employee’s job description.

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Accepts accountability for meeting assigned responsibilities.

**Attendance:** Attends work regularly and adheres to policies regarding absences and tardiness. Provides adequate notice to the immediate supervisor with respect to vacation time and time off requests.

**Judgment:** Exercises good judgment in areas of responsibility. Identifies or assists in identifying alternative solutions to problems or situations.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of the same.

**Relationships with Others:** Shares knowledge with supervisor and staff for mutual benefit. Contributes to improving/maintaining high morale among employees. Develops and maintains cooperative and courteous relationships with patients, co-workers, vendors and visitors.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work. Attends meetings, training and other type organization sessions on time.

**Safety and Housekeeping:** Adheres to safety and housekeeping standards. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job duties and accountabilities.