

JOB POSTING

DEADLINE: **Open till filled**
TITLE: **Dental Hygienist**
DEPARTMENT: **Dental Clinic**
REPORTS TO: **Manager of Dental Clinic**

SUMMARY OF POSITION

Incumbent will be responsible for the performance of various functions pertaining to patient dental care, dental operative procedures, and patient education, under the general supervision of a licensed dentist at the Bethesda Mission Dental Clinic.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Schedules patients for oral prophylaxis, fluoride treatments, and patient education using Open Dental Software. Indicates the appointment was verified with the patient.
2. Charts in electronic records findings of an oral hygiene examination and records hygiene treatment plans, noting details on health of patient gums, periodontal disease, stain, calculus and other indications of patient oral health.
3. Assists in developing and presenting programs geared toward preventive care to promote better understanding of dental care in all the shelters within the Bethesda Mission complex and outside community agencies, as requested.
4. Completes and inputs periodontal charting and hygiene ongoing treatment plan into Open Dental Software.
5. Takes x-rays (panographic and intraoral) on all guests as directed by the dentist.
6. Performs routine daily care on all equipment used for hygiene, including cleaning and sterilization of instruments, care of x-ray machines, and cavitron. Also helps with sterilization of all instruments as needed in the clinic.
7. Prepares list of supplies needed monthly for hygiene services to patients.
8. Prepares a list of hygiene supplies needed quarterly for the Bethesda Mission newsletter.
9. Occasionally writes a human interest story for the Mission newsletter about a patient whose hygiene care made a difference in their long-term recovery.
10. Assists Dental Clinic Manager in developing and conducting a continuing education program for dental professionals every three years.

11. Assumes other duties and responsibilities as assigned.

QUALIFICATIONS

1. Provides a biblically sound testimony of having accepted Jesus Christ as Lord and Savior and leads a life worthy of that profession. Actively engages in private and corporate prayer, Bible Study, regular church attendance, and holy living.
2. Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Bethesda Mission Directives, the Bethesda Mission Code of Conduct, the Bethesda Mission Statement of Faith, the Bethesda Mission Document on Sexual Sin and Brokenness, Value Statement and Narratives, and the Mission Statement.
3. Committed to serving the poor and homeless.
4. Possesses a Dental Hygiene Associate in Science degree and license to practice dental hygiene in the State of Pennsylvania.
5. Certified to take x-rays.
6. Possesses knowledge and ability to make decisions following standard dental practices and consulting with the dentist on any questionable cases that arise outside of standard practice.
7. Requires flexibility in providing coverage for dental clinic hours of operation.
8. Presents a history of stable and responsible employment.
9. Possesses the ability to maintain positive, productive working relationships with others.
10. Demonstrates ability to handle significant levels of stress inherent in Clinic operations.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical 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.

Works in office areas as well as throughout the facility as required. Sits, stands, bends, lifts, and moves intermittently during working hours. Interacts with guests, staff, visitors, etc., under all conditions/circumstances. May be subject to hostile and emotionally upset guests or visitors, etc. under all conditions/circumstances. May be exposed to infectious conditions including exposure to the AIDS and hepatitis B viruses. May be required to work extended periods of time at a computer.