

Crusader Community Health Job Description

Job Title: Dental Hygienist
Job Status: Non-Exempt
Job Grade: 25
Manager Title: Dental Department Chair

POSITION SUMMARY:

To provide high quality, individualized dental hygiene services to patients of Crusader Community Health.

ESSENTIAL FUNCTIONS:

1. Accountable for demonstrating the qualities outlined in the “Customer Service Standards of Excellence” program when interacting with patients, their families and friends, and fellow employees.
2. Understand and comply with the Mission Statement and Vision Statement of Crusader Community Health.
3. To provide a high standard of dental care encompassing preventive care, including prophylaxis, scaling and root planning, gross debridement, fluoride treatment, sealants, oral hygiene instruction and other dental treatments as licensure permits. Care may be provided at any site of Crusader Community Health.
4. Participate in dental health promotion and dental disease prevention activities for all patients.
5. To consistently demonstrate a high level of documentation proficiency in each patients electronic medical record, following all department and Crusader Community Health guidelines and requirements.
6. Complete records in a timely fashion, to the detail deemed necessary by regulatory agencies.
7. Contribute to quality improvement and assurance activities, as defined by Clinic leadership.
8. Attend mandatory Crusader Community Health staff meetings and in-services.
9. Embrace health care change and support the patient in achieving maximum comprehension of dental processes.
10. Collaborate closely with Dentists, Dental Assistants, Hygienists, Dental Unit Manager, and other employees of Crusader Community Health.
11. Meet dental program productivity standards and goals.
12. Consistently exhibit professional behavior and leadership qualities, leading by example, in the presence of patients and other Crusader staff.
13. Complete the Illinois required hours of continued dental education credits to maintain licensure, and the skills sets necessary to provide a high level of care to patients.
14. Strictly adhere to Crusader Community Health’s Employment Policies.
15. Other duties as assigned by the CEO, COO, and Dental Department Chair to

meet the goal of providing excellent dental health care.

QUALIFICATIONS:

Ability to:

- Speak and write the English language clearly and fluently
- Provide care to a variety of patients at an acceptable pace
- Perform procedures customarily performed within licensure

EDUCATION/EXPERIENCE/TRAINING:

Education & Training:

- Graduate of an accredited Dental Hygiene program
- Unrestricted Illinois Dental Hygiene license
- Current CPR Certification (responsible for maintaining certification)
- Spanish fluency highly desired

Experience:

Although desired, no further experience required after meeting educational & licensure requirements.

Technical Knowledge:

- Strong computer literacy/proficiency in Microsoft Office preferred.
- Knowledge of Electronic Health/Dental Record software

PERSONAL CHARACTERISTICS:

- Demonstrates strong customer service skills
- Possess the ability to establish and maintain professional working relationships with all levels of staff, clients, and the public
- Willingness to be part of a team-unit and cooperate in the accomplishment of departmental goals and organizational objectives

Physical Requirement Form

Job Title: Dental Hygienist

Physical Demands	Continuous over 70%	Frequent 40-60%	Occasional 15-39%	Rarely Up to 15%
Sitting	X			
Standing			X	
Walking		X		
Climbing			X	
Bending		X		
Pushing / Pulling			X	
Carry / Lift		X		
1-15lbs				
15-30lbs		X		
30-50lbs				X
Fine hand / Eye Coordination	X			
Exposure to Blood and Body Fluids	X			
Exposure to Extreme Heat, Cold, Temp Fluctuations				X
Exposure to Hazardous Chemicals	X			
Concentration on Detail	X			
Oral Communication	X			
Written Communication	X			
Typing/Computer	X			

Crusader Community Health does not require nor does it expect that an employee lift over 50lbs unassisted. Objects in excess of 50lbs should be lifted or moved with mechanical means or a team lift.

Employee Signature: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. They are representative to the knowledge, skills, and abilities 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.