

JOB DESCRIPTION – Registered Dental Hygienist

Summary: The key function of the Dental Hygienist is to help patients develop good oral health habits and encourage regular cleanings and screenings.

Reports To: Dentist and Dental Office Manager

Location: RCMS Dental Clinic

Exemption: Non-exempt

All RCMS employees are required to function within RCMS policies and procedures, meet the standards outlined in the Employee Handbook and adhere to the code of conduct and the RCMS Mission Statement.

Employees are required to monitor their email and phone voice mail messages daily, and respond to all internal and external communications in an appropriate and timely manner.

RCMS employees are expected to represent RCMS in a professional, positive manner to the community at large, and are encouraged to participate in RCMS fundraising events.

JOB RESPONSIBILITIES

- Provide teeth cleanings to patients, under the direction of the RCMS Dentist, and remove hard and soft deposits from teeth.
- Teach patients how to practice good oral health and provide information about preventive dental care habits.
- Record the presence of all diseases or abnormalities.
- Perform root planning, apply fluoride and sealants.

OTHER ASSIGNED DUTIES

- Sterilize and prepare operatory for next patient.
- Take dental x-rays.
- Other duties as assigned

JOB REQUIREMENTS

- Graduate of an accredited dental hygiene school.
- Current California Dental Hygienist License.
- Working knowledge of the use and application of computers, and specifically NextGen electronic dental records system.
- Ability to maintain accurate, detailed reports and records, and communicate effectively, in writing.
- Must have good organizational skills, and have the ability to work independently as well as in a team setting.
- Minimum of one year's experience working in a dental setting preferred.
- Current CPR certification.

Americans With Disabilities Act Statement: External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential position responsibilities as listed in this position description either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

I accept and can perform the essential functions of this job, with or without reasonable accommodations.

Signed

Date