



Ho-Chunk Nation

Job Description



TITLE: Registered Dental Hygienist		JOB CODE: REGD
GOVERNMENT – EMPLOYEE		EEO: 3
PAY GRADE: 21		
Non-Exempt	Flex	FUNDING SOURCE: NPD/IHS
NATIVE AMERICAN PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

"This position requires compliance with the Indian Child and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment."

POSITION OVERVIEW

Provide Comprehensive dental health care, including preventative oral hygiene education services in accordance with the State of Wisconsin Dental Practices and Protocols.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Providing and maintaining dental prophylaxis for adult and children by the end of each visit that result in positive patient satisfaction survey for the dental clinic each year:
 - a. Conducting preliminary assessment of the oral cavity and surrounding structure and report all clinical findings to the dentist.
 - b. Maintaining current radiographs and periodontal charting as necessary for each patient. Full mouth series updated every 3-5 years, bitewings updated yearly.
 - c. Reviewing oral hygiene instructions with the patients at every appointment.
 - d. Completing treatment plans for each patient by the close of each appointment.
2. Providing clinic services of professional and acceptable quality and quantity in accordance with sound Public Health Practices and the Dental Clinic's policies and procedures that result in positive performance evaluation each year.
 - a. Taking impressions, pouring and trimming models.
 - b. Placing temporary restorations in emergency situations and place sealants as needed.
 - c. Performing other duties as assigned by supervisor.
3. Maintaining up-to-date patient charts using the electronic dental record systems that can be billed out in a timely manner each month.
 - a. Documenting all services rendered in accordance with the Ho-Chunk Nation Dental Department policies and procedures within one day of scheduled appointment.
 - b. Maintaining all other records as directed and complying with Wisconsin Administrative Code, Rules and Dentistry Examining Board.
 - c. Mailing out patient recall cards no less than one month prior to their recommended recall date. Mailing out missed appointment cards no less than one week after missed appointment.
4. Maintaining Dental Clinic in a clean and operative condition and avoid any reportable incident to safety team in a year.
 - a. Keeping an adequate level of supplies in operatory.
 - b. Maintaining necessary levels of infection control at all times in Dental Clinic including operatory and instruments. Cleaning and disinfecting operatory properly between all patients and sterilizing all instruments before use.
 - c. Reporting any broken or malfunctioning equipment to supervisor immediately.
5. Complying with all rules and regulation of the Ho-Chunk Nation Health Department and Ho-Chunk Administration each year.



- b. Following all rules and guidelines in accordance to the State of Wisconsin Dental Hygiene License.
 - c. Assisting in developing and maintaining quality improvement monitors.
6. Communicating with Vendors and purchasing agents to obtain purchase prices that align with budget, minimizing the number of budget modifications to less than three a year.
- a. Ordering necessary supplies as needed or requested by supervisor
 - b. Completing necessary requisition forms and delivering to appropriate staff.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside customers
Freedom to Act	Subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Associate Degree in Dental Hygiene from an accredited school. (radiology certification is course work requirement in attaining the degree)
2. Dental Hygienist license in the State of Wisconsin is required.
3. Must be Cardiopulmonary Resuscitation CPR certified (inclusive of Automated External Defibrillator (AED) training).
4. Must maintain CPR certification.

ESSENTIALS:

1. Valid driver's license, dependable transportation and proper insurance required.
2. Must promote a healthy non-abusive lifestyle.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to develop and maintain effective working relationships with a variety of individuals and groups in a complex, multicultural environment including interacting with co-workers and the general public with objectivity, respect, courtesy, empathy, tact and maturity is required.
2. Ability to provide patient care as outlined in the State of Wisconsin Dental Hygiene Practice Act.
3. Ability to detect signs of syncope, shock and/or other side reactions to dental treatment in patients.
4. Must maintain patient confidentiality in accordance with Privacy Act/HIPAA regulations.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.

WORKING CONDITIONS

1. Clean, well-lit surroundings in a clinic setting.
2. Up to date equipment, paperless charting and digital radiography.