



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

DENTAL HYGIENIST

Position Description

Opens: December 30, 2020 Closes: January 13, 2021			
Department:	Health	Reports to (title):	Dentist
Job Code:	E-16	Job Location:	Bois Forte Health Services -Nett Lake, MN
Pay Range:	Min:\$27.277 Mid:\$34.095 Max:\$40.914	Supervises:	None
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	01/01/2016
		Revised Date:	

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Dental Hygienist provides comprehensive oral health education and dental hygiene treatment to diverse patient groups with assistance from other staff members of the Dental clinic. The Dental Hygienist will promote dental health by completing dental prophylaxis; providing oral cancer screening, and radiographic studies. Chart conditions of decay and disease and also perform procedures in compliance with the State of Minnesota.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Completes preliminary examinations on new dental service patients and reviews patient's medical and dental history; examines the teeth and periodontium for evidence of plaque and periodontal disease and charts the findings including plaque index, bleeding scores, microscopic microbial morphology, pocket depths, CPITN scores, tooth mobility, crepitus, etc.; inspects the mouth and throat for evidence of diseases such as oral cancer; takes, develops and interprets routine X-Rays to identify tooth structures, calculus, and abnormalities such as cavities, traumatic occlusion, and report these to the dentist along with any other suspicious lesions.
2. Prepares dental hygiene treatment plans for patients, including assessment of the problem, type of oral hygiene care required, and the sequence of appointments needed to complete treatment. Maintains recall system for careful follow-up of patients that need continued care or evaluation. Greet, escort, and seat patients.

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3. Performs a complete oral prophylaxis on ambulatory and non-ambulatory patients. Administers local anesthesia under the indirect supervision of the dentist. Performs deep sub gingival scaling, root planing, and gingival curettage. Polishes the teeth and applies fluoride for hypersensitivity and caries prevention. Provides sub gingival irrigation with chemotherapeutic agents. Gives home care instructions to patients after curettage.
4. Instructs patients at chair side in oral hygiene, brushing and flossing techniques, and periodontal aids which increase the amount of stimulation to the periodontium. Plans and adapts instructions in home care techniques, tailoring them to the oral hygiene needs and oral problems of individual patients. Explains to patients the causes of periodontal disease and tooth decay, and the importance of diet as it relates to oral and systemic health.
5. Perform orthodontic treatments as directed by the Dentist.
6. Review medical history and check if patient took premedication when indicated.
7. Record preliminary charting of the oral cavity and surrounding structures to include existing restorations, missing teeth, and periodontal charting of pocket depths, mobility and furcation.
8. Apply medicaments as prescribed by the Dentist.
9. Apply pit and fissure sealants as directed by the dentist.
10. Administer local anesthetic for selected cases.
11. Complete prophylaxis to include scaling, root planing, soft tissue curettage and mechanical polishing to crowns.
12. Provide ultrasonic scaling.
13. Remove excess cement from inlays, crowns, bridges and orthodontic appliances with hand instruments.
14. Remove sutures.
15. Remove marginal overhangs.
16. Take and pour alginate impressions for study casts and trim models.
17. Provide topical fluoride treatments.
18. Sharpen instruments.
19. Complete patient charting of services performed.
20. Inform dentist of any special treatment considerations.
21. Sterilize, disinfect dental instruments and equipment according to I H S protocol.
22. Follow occupational safety guidelines for dental personnel.
23. Update list of supplies and equipment needed on supply list. Keep current inventory stocked.
24. Clean and organize trays and tubs and operatory drawers in hygiene room.
25. Educate patients on oral health including plaque control instruction, oral appliance care, fluorides, nutrition and diet counseling, and preventative dentistry as designated by the dentist.
26. Perform oral health screenings for community programs as requested and approved by the Dentist.
27. Assist in developing, implementing and monitoring community dental prevention programs including National Children's Dental Health Month.
28. Assist the receptionist with scheduling patient appointments and other duties as requested.
29. Attend staff meetings and continuing education courses as approved by the dentist.
30. Abide by the policies set forth by the Bois Forte Tribal Government and Bois Forte Health and Human Services.
31. Maintain patient confidence and protect operations by keeping information confidential.
32. Maintain safe and clean working environment by complying with procedures, rules, and regulations.
33. Protect patients and employees by adhering to infection control policies and protocols.
34. Perform additional duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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|------------------------|---|
| Experience: | <ul style="list-style-type: none">• One year professional experience as a Registered Dental Hygienist. |
| Education: | <ul style="list-style-type: none">• Completion of two-year or four-year degree in Dental Hygiene which has been approved by• The American Dental Hygiene Association/Commission on Dental Accreditation. |
| License/Certification: | <ul style="list-style-type: none">• Current registration as a Dental Hygienist in the State of Minnesota. |

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Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- CPR certification.
- Completion of ADA approved course on local anesthesia.
- Knowledge of the dental hygiene sciences including the principles, practices, and procedures of dental hygiene to conduct and coordinate with others the preventive dental health activities of the dental service; perform specialized oral hygiene care; develop instructional materials and guidelines for standardizing the delivery of preventive care; and instruct student dental hygienists in the various clinical procedures of hospital preventive dentistry.
- Knowledge of the health center's medical and dental services, the characteristics and needs of the patient population, principles and practices of dental public health and the resources available in order to develop and carry out the preventive dentistry program.
- Skill in planning and presenting dental hygiene lectures, demonstrations and instruction using knowledge of dental hygiene sciences and practices including effective techniques of motivation and behavioral change.
- Skill in performing specialized prophylactic and preventative dental hygiene procedures for individuals and special population groups such as diabetics, cardiac complications, severe caries and periodontal disease.
- Knowledge of medical diseases such as cancer, diabetes, and heart disease as they relate to the care and treatment of the teeth in order to perform bedside prophylaxis, and provide specialized therapeutic dental hygiene procedures and individually tailored home care instruction to patients and community groups.
- Knowledge of related sciences such as anatomy, histology, nutrition, pharmacology, principles and techniques of dental hygiene, and the dental instruments and materials to perform specialized hygiene procedures including scaling, root planning and sub gingival curettage.
- Skill in teaching and evaluating dental auxiliary performance in the area of dental prophylaxis and oral hygiene instruction.
- Skill in forming and maintaining interpersonal community-based relationships to carry out requisite community health projects.
- Familiarity with the mandatory reporting requirements under the Indian Child Protection Act, with regards to suspected incidence of child abuse or child neglect. Ability to communicate effectively orally and in writing is required.
- Ability to work independently and establish work priorities is required.
- Attention to detail and accuracy is required.
- Subject to pre-employment and annual background checks.
- Some travel is required.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.

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- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Prior experience working with Indian Health Services (IHS), a tribe, or tribal organization.

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps and infectious body fluids.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

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Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.