ST. DAVID’S FOUNDATION
JOB DESCRIPTION

JOB TITLE: Dental Hygienist
REPORTS TO: Lead Dentist

JOB PURPOSE
The Dental Hygienist functions as a clinician and a patient educator, providing preventive and therapeutic services to patients of the St. David’s Dental Program. In the absence of the Lead Dentist and Staff Dentist, the Dental Hygienist will provide management and oversight for the daily operations of a regional clinical team. The performance of the Dental Hygienist is evaluated jointly by the team Dentists.

DENTAL PROGRAM
The primary focus of the St. David’s Dental Program is dental services for indigent children at Title 1 elementary schools in Central Texas who may not receive any dental care except on the St. David’s dental vans. The St. David’s Dental Program provides dental services at Title 1 schools eight hours per day, five days per week during the school year, so that the Dental Program can reach as many children as possible. Each dental van is staffed by professionals who operate full-time as a team, to maximize the number of children served and achieve optimal operational efficiencies. Because the delivery model is key to reaching as many children as possible, St. David’s Clinical staff must work five days per week and 40 hours per week.

RESPONSIBILITIES
Patients
1. Perform a variety of dental hygiene procedures, with primary responsibility to provide sealants to children identified as candidates at the dental clinic sites.
2. Provide effective dental hygiene and sealant procedures and treatment, including dental prophylaxis and gross debridement.
3. Help plan, develop and evaluate sealant policies, and expansion of preventive procedures with the Clinical Director.
4. Oversee patient treatment documentation at chairside and computer data entry.
5. Ensure that the State Dental Practice Act and standard operating procedures are followed during all aspects of sealant clinic implementation.
7. Provide supervision of the Dental Assistants working directly with him/her on a daily basis.
8. Participate in the management of the regional clinical team by partnering with the Lead Dentist and Staff Dentist.
9. Serve as a resource for oral hygiene questions, and provide oral hygiene instruction.
10. Manage and oversee the daily operations of a regional clinical team and Dental Assistants in the absence of the Lead Dentist and Staff Dentist.

General
1. Working hours from 7:30 a.m. to 4:00 p.m., Monday through Friday, with a lunch break typically from 12:00 noon to 12:30 p.m.
2. Report absences, late arrivals, or early departures from the vans to the Lead Dentist.
3. Maintain effective communication and working relationships with patients and their parents, school personnel, partner agencies, community dentists, and all Foundation staff.
4. Create an environment of respect and compassion for patients and staff.
5. Punctuality, open communication, and respect for co-workers and supervisors.
6. Attend and participate in Dental and Foundation-related meetings, as necessary.
7. Respect and promotion of St. David’s Foundation core values.

Dress Code
1. Scrubs
2. Athletic/closed toed shoes
3. No visible tattoos

SKILLS AND COMPETENCIES
1. Superior verbal, interpersonal, written, and listening communication skills, with proven ability to communicate information diplomatically, concisely and professionally with internal and external audiences.
2. Exceptional service ethic and skills, including effective interactions, responsiveness, resourcefulness, and follow-through.
3. Demonstrated experience in working with sensitive information, and ability to maintain confidentiality.
4. Demonstrated ability to collaborate and effectively participate in a multidisciplinary team environment.
5. Self-motivated and proactive, with demonstrated ability to exercise independent judgment and initiative on projects.

REQUIRED QUALIFICATIONS
1. High school diploma or equivalent.
2. Currently Registered Dental Hygienist, licensed in the State of Texas.
3. Minimum of one year of experience as a Dental Hygienist.
5. Familiar with standard dental hygiene concepts, practices and procedures specific to pediatric patients.
6. Have a passion for working with children and public health.
7. Demonstrated clinical leadership skills.
8. CPR, OSHA, Infection Control, and X-Ray certified.
9. Willingness and ability to travel to multiple worksites within Central Texas.

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PREFERRED QUALIFICATIONS

1. English/Spanish bilingual.
2. Minimum of one year of experience in a mobile dental program.
3. Minimum of one year of experience treating a pediatric population.

PHYSICAL REQUIREMENTS

1. Demonstrated fine motor skills ensuring the safe handling and transfer of dental instruments, equipment, and supplies.
2. Ability to lift or move boxes of dental supplies, with a maximum weight of 25 pounds.
3. Ability to stand, sit or walk frequently.
4. Ability to stoop, bend, kneel, squat, climb stairs and lift occasionally.