FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Dental Hygienist DATE OPENED: 11/24/2020

DEPARTMENT: Flathead Community Health Center CLOSING DATE: 12/08/2020

If you have any questions about this position vacancy, call: (406) 751 - 8109

NUMBER OF POSITIONS OPEN: 1 BARGAINING UNIT: _____

✓ FULL TIME ✓ REGULAR (YEAR ROUND POSITION)

___ PART TIME ___ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ _____ per

STARTING WAGE: $_____ per _____

SALARY AT:
☐ YEAR STEP: $ _____ per _____
☐ YEAR STEP: $ _____ per _____
☐ YEAR STEP: $ _____ per _____

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

This is a contract position with wage dependent on experience and education.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Dental Hygienist	**Job Code:**	13860
Department:	Health Department	**Pay Grade:**	Contract
Reports to:	Executive Director/Dental Director	**FLSA Status:**	Non-Exempt ☒ Exempt

Department Overview: The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. The Health Department offers primary health care services through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

Job Summary: Performs as a medical care professional that is responsible for the direct provision of oral hygiene and appropriate preventive services to dental patients within their scope of practice and as specified by the Dental Director.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Provides clinical oral hygiene services including dental prophylaxis, scaling, root planing, sealant application and fluoride application consistent with accepted professional practices and standards and in compliance with applicable state law and the center's clinical protocols.
- Obtains baseline oral hygiene assessment data based up on accepted principles of oral hygiene and periodontal care.
- Provides oral health education to patients.
- Maintains patient charts, clinic progress notes and FCHC clinic records.
- Works with the FCHC Dentist to order supplies
- Serve as dental assistant as necessary, including sterilization of equipment and digital x-ray.

- Participates in FCHC staff meetings.
- Participates in FCHC Quality Assurance activities as they pertain to dentistry.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.
- Performs other duties as assigned within the Registered Dental Hygienist scope of practice.

Non-Essential Functions:
Incumbents may be requested to perform functions relevant to the position but not listed above.

Physical Demands and Working Conditions:
Work is performed in an office and clinic environment and requires typical range of motion and physical agility associated with the operation of office and dental equipment. During the course of work an incumbent in this position may be exposed to body fluids and may be required to use personal protective equipment. This position is subject to non-DOT drug and alcohol testing.

Supervision Exercised: This position is not supervisory.

Knowledge, Skills, and Abilities:

- Thorough knowledge of dental office and dental hygiene practices, procedures and techniques.
- Thorough knowledge of dental terminology and charting practices.
- Thorough knowledge of the principles and practices of dental health promotion and prevention.
- Knowledge of federal and OSHA regulations.
- Skill in dental hygiene practices including dental prophylaxis and patient education.
- Ability to establish and maintain effective working relationships with diverse individuals and groups.
- Ability to respect and maintain confidentiality.
- Ability to work effectively in a dynamic clinic environment and to handle multiple demands and responsibilities.

Education:

- Must be a graduate of an accredited Dental Hygiene Program.
- Current licensure to practice dental hygiene in the state of Montana.

Experience:

- Experience in a public health and/or federally qualified health center preferred.

Action	Date	Reference
Adopted:	4/9/2009	Commissioners' Minutes
Revised:	6/23/2011	Commissioners' Minutes
Revised	9/28/2015	Commissioners' Minutes