

**POSITION DESCRIPTION
VILAS COUNTY**

SECTION I: GENERAL INFORMATION

DRAFT **FINAL**

Position Title: DENTAL HYGIENIST	Department: Public Health
Immediate Supervisor's Position Title: Public Health Director	FLSA Status/Pay Classification Code: Non-Exempt
Original Description Date: April 2007	Revised Date: November 2013
Oversight Committee: Public Health Board	Approved Date:
Approved by: Personnel Committee	Approved Date: HR - 3/14/14

Job Summary:

This position plans, implements, coordinates and evaluates the Northwoods Dental Project in Forest, Florence, Oneida and Vilas counties. Works with schools and other community agencies to schedule and coordinate dental sealant, fluoride varnish, fluoride rinse and case management programs. This position is responsible for direct patient care using portable equipment. Perform related work as required while maintaining client confidentiality.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

20%: Plans and designs school/community based dental sealant and fluoride varnish programs.

1. Defines target population to be served by programs.
2. Gains approval and participation of targeted schools and community agencies.
3. Recruits community and dental volunteers for both programs.
4. Participates in developing policies and procedures for both programs.
5. Develops necessary forms and correspondence for both programs.
6. Develops guidelines for follow-up dental care with dentists and families of children with acute dental care needs.

75%: Implements the Dental Sealant and Fluoride Varnish Programs to targeted schools and community settings.

1. Schedules schools, community agencies and children for the application of dental sealants and fluoride varnishes.
2. Transports portable dental equipment to schools or community sites.
3. Maintains portable dental equipment based on manufacturers periodic maintenance schedules.
4. Applies dental sealants and fluoride varnishes for targeted populations.
5. Maintains liaisons with schools and community agencies.
6. Documents and maintains dental patient records.
7. Maintains program records and prepares necessary reports.
8. Orders and maintains program materials and supplies.
9. Educates children, parents and school personnel regarding dental sealants, fluoride varnishes and oral health.
10. Recruits students and families for program participation.
11. Obtains parental consent to place sealants and applies fluoride varnish on participating children.
12. Provides necessary paperwork for MA billing to Vilas County Health Department.
13. Collects and organizes data.
14. Coordinates follow-up care with dentists and families of children with acute dental care needs.
15. Complies with OSHA standards regarding dental infection control.
16. Directs activities of the program dental assistant.

4%: Evaluates program effectiveness

1. Assesses quality of sealants and fluoride applied.
2. Provides sealant retention checks and reapplies sealants if necessary.
3. Analyzes program participants and extent of need met.
4. Devises program changes as needed.

Non-essential Functions:

1%: Preparation and Maintenance of Records, Reports and Statistics

1. Collects, compiles and maintains statistics and reports as required and or requested by state and federal agencies and supplemental programs.
2. Maintains client records.
3. Develops and evaluates records, reports and data systems.
4. Assists in the development and writing for grants and contracts.
5. Attends staff meeting when required.
6. Completes work logs, payroll form, time cost studies and other records required for sectional and departmental function.
7. Other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major Field of study or emphasis: Dental Hygiene or related field.
<input checked="" type="checkbox"/> 2 Year College Degree	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	

B. Licensure/Certification:

<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Valid WI Dental Hygienist licensure. • Valid WI driver's license and adequate auto insurance.

C. Required Work Experience:

<input checked="" type="checkbox"/> In addition to Education/Licensure	<input type="checkbox"/> Instead of Education/Licensure
<ul style="list-style-type: none"> • One to three years prior experience in dental hygienist role is preferred. 	

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

<ul style="list-style-type: none"> • Ability to represent the agency in the public in a non-judgmental and non-detrimental manner. • Ability to work with people from diverse backgrounds with understanding and respect. • Ability to maintain agency and client confidentiality at all times. • Ability to maintain accurate and complete reports, and prepare clear and detailed reports. • Ability to learn and apply state and federal program guidelines and accurately enter data on state and agency computer systems. • Ability to work independently (without constant supervision and specific assignment) and cooperatively with others. • Must be proficient in, and display: organization, prioritization, written and interpersonal communication, moderately difficult math skills, and knowledge and use of contemporary office procedures and equipment. • Must be self-motivated with the ability to work independently. • Ability to travel 80% time.
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SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

Titles of Positions Supervised:	# of Employees:
Dental Program Assistant	1

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

Employee Signature:	Date:
Supervisor Signature:	Date:
Human Resources Signature:	Date:

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This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.