JOB ANNOUNCEMENT# 122142

Position Title: Staff Dental Hygienist
Salary: Grade 15
Supervisor: Deputy Dental Director/Dental Director
Job Location: Choctaw Health Center and other locations
Type of Employment: Regular Full Time/Non-Exempt/Essential
Opening date: JANUARY 13, 2022 JAN 31 2022
Closing date: FEBRUARY 14, 2022 OR UNTIL FILLED

Scope of Service and Effect:
The dental hygienist is responsible for providing clinical dental services consistent with their training, community education services and chair-side dental assisting duties at times. This person will work at the Choctaw Health Center near Philadelphia, MS. The hospital consists of a 36-room outpatient department, a 20-bed inpatient department, emergency medical services, behavioral health services, public health services, and a state-of-the-art 16-chair dental department. This position will also work at any of the outlying field clinics, providing services to the same individuals mentioned previously.

Responsibilities and Duties:

1. Completes preliminary dental examinations on new dental patients. Reviews patient’s medical and dental history for evidence of past and present conditions such as medical illnesses and use of drugs which may complicate or alter dental hygiene treatment; examines the teeth and surrounding tissues for evidence of disease such as oral cancer; interprets routine x-rays to identify tooth structures, calculus and abnormalities such as cavities and deep periodontal pockets. Refers abnormalities such as caries, traumatic occlusion and suspicious lesions to the dentist. Prepares dental hygiene treatment plans for patient including assessment of the problem, type of oral hygiene care required, and the sequence of appointments needed to complete the treatment.

2. Coordinates, plans, organizes, implements and evaluates preventive oral health programs for various patient groups such as diabetic, pediatric (Well Child, WIC, MCH), geriatric, cancer, psychiatric, and physically and mentally handicapped patients. Develops and revises oral

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health instructional materials and education techniques for varied levels of the mental and physical capabilities of each patient group in conjunction with the Dental Director and Deputy Dental Director.

3. Makes arrangements and maintains documentation regarding fluoride rinse programs, school sealant programs, oral health education programs and other community-based interventions.

4. Incumbent must submit reports as requested by the Deputy Dental Director and Dental Director.

5. Checks for completeness of dental records and insures each patient record has a current signed medical history. This includes keeping hygiene operatories stocked with the proper forms and ordering such forms or supplying copies when needed.

6. May be asked to assist in scheduling patient appointments with dental specialists as requested by dentists and transmits radiographs and other pertinent patient information to the specialist’s office. Responsible for following HIPPA and other regulations when transmitting patient’s health information and using every means possible to protect patient’s personal and health information.

7. Assists in orientating new staff members concerning hygiene functions in the dental program.

8. Sets up and maintains a patient recall system to ensure continuous, close follow up treatment for each patient involved in the dental program. Provides instructions using demonstrations and audiovisual aids in the use and care of dental prostheses, nutritional guidance, and need for daily hygiene care to prevent further dental disease and infections.

9. Provides dental hygiene instruction and training to other dental service personnel and participates in dental staff meetings and programs.

10. Takes, develops and interprets intraoral and extraoral X-rays to determine areas of calculus deposits and periodontal educating and motivating the patient.

11. Provides educational programs for community groups, tribal leaders, school officials and other interested parties.

12. Instructs nurses, health educators, social workers, nursing assistants, community health representatives, and other medical staff in the proper techniques of oral hygiene to be applied to all patients.

13. Responsible for keeping and maintaining a neat and orderly work area.

14. Assists in maintaining old paper charts until they are destroyed and pulls and files such charts when necessary. Assists in scanning and electronically filing portions of old records into the new EDR format.

15. Must be available for occasional special projects that might require community work, travel, or working past set working hours.

16. May be asked to perform the duties of a dental assistant in extreme situations.
17. Represents the dental program at hospital committee meetings when patient scheduling precludes participation of either dentists or dental assistants.

18. Assists with the start up or shut down of the dental equipment when temporary staffing shortages occur.

19. Maintains a current Basic Life Support certification (CPR) and attends all mandatory inservices.

20. Responsible to perform all other duties as assigned by Supervisor.

**Work Environment**

The work environment characteristics described here are representative of 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.

**Physical Demands (if applicable):**

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 and hear. 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 depth perception, reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

**Qualifications:**

1. Must be a graduate of an accredited school of dental hygiene.

2. Must have a current Mississippi license as a dental hygienist in good standing with no past suspensions or pending disciplinary actions or other state license without limitations and be eligible for licensure in Mississippi.

3. Must pass a physical examination upon employment.

4. Must have a good command of English, written and verbal. Some Choctaw language skills are desired.

5. Must be computer literate and have experience with Microsoft Word, Outlook and Excel. Experience with Dentrix and other database programs is preferred.

6. Must possess a current BLS certificate.

7. Must work well independently and as a part of a team.

8. Knowledge of the principles and practices of dental public health and the resources available in order to develop and carry out the preventative dentistry program.

9. Good child communication skills and/or experience in working with children is desirable.

10. A record of satisfactory performance in all prior and current employment positions as evidenced by positive employment references from previous and current employers.
11. Must possess a valid Mississippi driver’s license, automobile liability insurance and have dependable transportation and telephone. (ATTACH COPY/PROOF TO APPLICATION)

12. Completion of Criminal Background Investigation and must pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program, a pre-employment physical examination is required and annual physical examination while employed at CHC.

***CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE***

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350