



Choctaw Health Center

Dental Program
210 Hospital Circle
Choctaw, MS 39350-6781
(601) 389-4030

JOB ANNOUNCEMENT# 122142

POSITION TITLE: Dental Hygienist (2 positions)

SALARY: Tribal Pay Scale Grade 15

SUPERVISOR: Deputy Dental Director/Dental Director

JOB LOCATION: Choctaw Health Center

TYPE OF EMPLOYMENT: Regular Full-Time /Essential/ Non-Exempt

OPENING DATE: OCTOBER 08, 2026 OCT 08 2026

CLOSING DATE: OCTOBER 22, 2026 OR UNTIL FILLED

Mission Statement: Delivering innovative, holistic, health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.

Vision Statement: Achieve optimal health and well-being for the Choctaw People while honoring our cultural values.

The Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities, Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten-county area in East Central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

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. The hygienist will work at the Choctaw Health Center near Philadelphia, MS. This position will also work at any of the outlying field clinics, providing the same services.

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 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. Plans and maintain 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 ensures 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. Assist with the start up or shut down of the dental equipment when temporary staffing shortages occur.
19. Responsible for performing all other duties as assigned by Supervisor.

Hours Worked:

This is an essential position. Working hours are 7:30 a.m. to 4:00 p.m., Monday through Friday with a one-hour lunch period, for a forty-hour week. Staff are encouraged to report 10-15 minutes early each day so patients can be seen as close to 7:30 a.m. as possible. Employees are responsible for clocking in and out as scheduled. Tribal personnel policies will apply for overtime, night differential pay, and for sick leave and annual leave. Incumbent may be called back to duty under certain circumstances such as emergencies

Work Environment:

1. Normally works in a well-lighted, well-ventilated area.
2. Is subject to frequent interruption and to environmental noise.
3. Must follow safety standards in working with procedures utilizing chemicals, body fluids, body mechanics and infectious waste.
4. Lockers furnished for clothes.

Physical Demands:

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.

Job Hazards:

1. Requires handling of biological unclean materials and of infectious materials.
2. Possible Exposure to communicable diseases, toxic substances, and other conditions common to a clinical environment.
3. Safety Procedures must be followed to prevent injuries.

Other Requirements of the Position:

1. Must have a good command of English, written and verbal. Some Choctaw language skills are desired.
2. Must be computer literate and have experience with Microsoft Word, Outlook and Excel. Experience with Dentrix and other database programs is preferred.
3. Must work well independently and as a part of a team.
4. Knowledge of the principles and practices of dental public health and the resources available to develop and carry out the preventative dentistry program.
5. Good child communication skills and/or experience in working with children is desirable.
6. A record of satisfactory performance in all prior and current employment positions as evidenced by positive employment references from previous and current employers.
7. Must possess and maintain current BLS certification.

Qualifications:

1. Must be a graduate of an accredited school of dental hygiene. (REQUIRED). Attach copy to application.
1. 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.
2. Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone. Attach a copy to the application.
3. Completion of Criminal Background Investigation and must pass a pre-employment drug test.
4. Provide proof of vaccination against the flu or provide a copy of a medical exemption (flu vaccinations are required during the months of October-March).

In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice.

****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