



Spirit Lake Tribe
 P.O. Box 359
 Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Dental Hygienist	Open Date:	August 20, 2020
SLT Program:	Spirit Lake Health Center	Close Date:	Until Filled

This position is responsible for performing advanced prophylactic and preventive dental procedures for patients of all ages and periodontal treatment of patients with related medical and dental problems, such as diabetes, cardiac complications, severe caries, and periodontal disease. Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values: VALUES.

Job Responsibilities

- Plan, coordinates, conducts and evaluates preventive oral health program for various patient groups, such as pediatric, diabetic, cancer, psychiatric, geriatric, alcoholic and physically handicapped patients.
- Identifies oral diseases using radiographs, oral cancer screening, visual examination and palpation, periodontal probe to access bone loss and recession.
- Reviews patient's medical and dental history for evidence of past and present conditions which may complicate or alter dental hygiene treatment.
- Exposes and processes radiographs.
- Performs prophylaxis and root planning and scaling (RPS).
- Applies fluorides, sealants, and other preventive agents.
- Maintains patient's record of treatment, records oral conditions of the teeth and surrounding tissues, and, records progress notes.
- Makes impressions for study casts.
- Removes sutures and dressings.
- Administers local anesthetics, if qualified, as directed by the supervising dentist.
- Provide instructions on basic dental care or post-operative care as instructed by dentist
- Educates patients using diagrams and models, and by demonstration of home care techniques.
- Conducts dental health clinics for community groups to augment services of dentist.
- Develops patient and staff training program on dental hygiene.
- Complies with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties including but not limited to sterilization of instruments and disinfection of work areas.

Knowledge required at a level appropriate for this position:

- Knowledge of disease prevention and dental techniques.
- Knowledge of various dental instruments, ultrasonic, sterilizer, radiographic equipment, etc.

- Knowledge of dental instruments.
- Knowledge of the use of local anesthetic.
- Knowledge of customer service principles.
- Ability to manage multiple demands of the job.
- Skill in oral communication.
- Skill in the provision of customer service.
- Skill in use of job related equipment and tools.
- Skill in use of personal computer and a variety of job related software applications.

Supervisory Controls

The supervisor assigns work in terms of very general instructions. Work is reviewed through observation of patient outcomes.

Guidelines

Guidelines include state and federal laws, Spirit Lake Tribe and SLHC policies and procedures. These guidelines are clear and specific and require some judgment.

Complexity/scope of work:

This position consists of clinical duties. The purpose of this position is to provide dental hygiene care to SLHC patients. Successful performance helps ensure the overall effective and efficient operation of the dental program and SLHC resulting in improved patient outcomes.

Contacts

Contacts are typically with clinical providers, patients, other employees, and the general public.

Contacts are typically to give and exchange information and provide patient care.

Physical Demands/Work Environment

The work is typically performed standing or sitting. The work is typically performed in a clinic setting which requires normal safety precaution for infection control and environmental safety measures. The work environment is usually noisy.

While performing the duties of this job, the employee is regularly required to stand and sit, talk, and hear. Requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the fingers, wrists, and arms. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or climb. The employee must regularly lift and /or move light objects, and occasional lift heavier objects. Specific vision abilities required by this job include color vision.

Supervisory and management responsibility

This is a non-supervisory position that may provide functional guidance and direction to other employees.

Minimum Qualifications:

- Associate in Applied Science in Dental Hygiene and experience in the occupational field, sufficient to understand the major duties of the position, and to be able to answer questions and resolve problems.

- Completion of radiation safety course.
- Current BLS certification.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

Job Location:	Spirit Lake Health Center	Company Industry:	Spirit Lake Health Center
Job Role:	Dental Hygienist		
Employment Status:	Full- time	Supervision	Dental Director
Salary Range:	DOQ	Manages Others:	no
Number of Vacancies:	1	Other:	

More detailed job description can be picked up in the Human Resource Department for this opening.

Please Send Application to:

Name:	Spirit Lake Tribe Human Resource Department	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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