



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0035
HEALTH & HUMAN SERVICES
DENTAL HYGIENIST**

Position Title:	Dental Hygienist	Pay Level:	\$58,762 - \$88,143
Position Open Date:	05/01/2023 – Until Filled	Department:	Dental
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	Supervisory Dental	Location:	JHHS Dental

POSITION SUMMARY:

Responsible for performing advanced prophylactic and preventative dental procedures in the treatment of patients; assists in planning and conducting community and health programs and conducts dental health presentations as part of Dental Outreach Programs.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High School diploma or General Equivalency Diploma (GED); AND successful completion of a formal coursework from an accredited school of Dental Hygiene; AND two (2) years of experience as a Dental Hygienist.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Valid State of New Mexico Dental Hygiene license
CPR & OSHA certification within six (6) months of date of employment
Valid license to perform local anesthesia

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpuablo.org

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to exposure to bodily fluids and other biohazards.

ESSENTIAL FUNCTIONS:

- Provides oral hygiene instructions for improvement or maintenance of oral health status
- Reviews patient's medical records and health questionnaire to determine existence of medical conditions which may impact or be impacted by dental care; conducts diagnostic radiographs with digital technology; performs dental/periodontal charting
- Recognizes the need for prophylactic antibiotic coverage and ensures institution of this prior to oral hygiene procedures
- Examines oral hard & soft tissues for any signs of pathology as well as oral cancer screenings
- Performs oral prophylaxis & deep sub-gingival scaling & root planning; determines re-care status for every individual
- Performs weekly cleaning/maintenance of low/high volume suctions in operatory
- Practices proper Infection Control/Safety precautions
- Educates patients on their dental hygiene needs, the progression and effects of periodontal disease and the importance of maintaining good oral health; provides home oral health care instructions and samples of all recommended supplies
- Applies topical fluoride for desensitization and caries prevention
- Administers local anesthetic and apply topical anesthetic
- Cleans, sterilizes and maintains dental hygiene operatory, equipment and instruments utilizing proper sterilization and infection control practices
- Collaborates with Head Start staff to keep children updated with dental appointments & fluoride varnish applications
- Collaborates with Public Health Department in several Outreach programs in community
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Microbiology as a basis of understanding for infection control and seriousness of acquired diseases
- New products and techniques used in oral hygiene care and maintenance
- Pharmacological effects of various drugs, which affect oral soft tissues and potential treatment
- Dental laboratory and sterilization procedures, dental anatomy, physiology, and the technical practices of dentistry to accurately record examination and treatment information
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Records management principles and practices
- Dexis/Dentrix software
- Adhere to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act
- Providing customer services in the most cost effective and efficient manner
- Performing dental hygiene procedures in an efficient and effective manner

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- Preparing clear and concise reports, records of work and other written materials
- Using software applications related to duties
- Using tact, discretion and prudence in dealing with customers
- Using initiative and independent judgment within established procedural guidelines
- Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpueblo.org