



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0070
HEALTH & HUMAN SERVICES - DENTAL
LEAD DENTAL HYGIENIST/INFECTION CONTROL COORD.**

Position Title:	Lead Dental Hygienist/Infection Control Coordinator	Pay Level:	\$58,762 - \$88,143
Position Open Date:	10/18/2023 - Until Filled	Department:	Dental
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	Supervisor Dentist	Location:	Health & Human Services

POSITION SUMMARY:

To lead the Dental Hygiene team in achieving the highest level of quality patient care and productivity through orientation, mentoring, coaching, and leadership development activities. To appropriately manage to ensure outreach efforts are led and /or delegated to provide vital dental education to the community. As the Infection Control Coordinator, to develop, manage, and implement infection prevention and control programs, plans, and policies to protect staff and patients.

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. Incumbents may be asked to perform other duties 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 formal coursework from an accredited school of Dental Hygiene; AND five (5) Years of experience as a Dental Hygienist; AND Bachelor's Degree in Health/Public/Business Administration, Master's Degree preferred.

REQUIRED CERTIFICATES, LICENSES TRAINING, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

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.

Mobility to work in a typical 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:

- Maintains orderly, efficient, and effective flow within the Dental Hygiene team.
- Creates and implements Dental Hygiene staff schedules.
- Collaborates with the Dental Supervisor to develop, implement, and enforce policies, procedures, operational systems, and other processes within the dental clinic.
- Assists with staffing solutions to ensure sufficient staff to provide quality services and comply with professional standards and regulatory infection control requirements and professional standards (i.e. AAAHC, HRSA, etc.)
- Identifies potential Dental Hygiene concerns or complaints; works with the Dental Supervisor and Risk Manager to create and implement solutions.
- Establishes and maintains processes to monitor, measure, and improve patient satisfaction.
- Analyzes and recommends changes in dental clinic systems, policies, and procedures pertaining to dental hygiene.
- Provides clinical expertise in dental hygiene skills and functions, ensuring high-quality training.
- Monitors and investigates known or suspected sources of infection in order to determine the source and contain the outbreak.
- Reviews sterilization and disinfection techniques and recommends changes as needed.
- Provides up-to-date infection control education to dental staff.
- Develops, manages, and implements infection control programs, plans, and policies in the dental clinic
- Educating and training dental team members on infection prevention and control principles, policies, procedures, engineering, and work practices, including the use of PPE, reprocessing of dental instruments, surface disinfection, sharps safety, dental waterline maintenance, and medical waste disposal.
- Keeping records of work-related injuries or illnesses, OSHA-required medical records, and equipment performance records.
- Ensuring infection control compliance with clinic policies and procedures through monitoring, structured audits, and direct observation.

- Manages collaboration with Head Start staff to keep children updated with dental appointments and fluoride varnish applications.
- Manages collaboration with Pueblo of Jemez Programs in Outreach efforts and programs for the community.
- Provides oral hygiene instruction for improvement or maintenance of oral health status.
- Reviews patient's medical records and health questionnaire to determine the existence of medical conditions that 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 the 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 subgingival scaling and root planing; determines care status for every individual.
- Performs weekly cleaning/maintenance of low/high volume suction in the 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 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 applies topical anesthetic.
- Cleans, sterilizes and maintains dental hygiene operatory, equipment and instruments utilizing proper sterilization and infection control practices.
- 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 on all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline, administrative principles and practices, including goal setting and program development, implementation, and evaluation.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Applicable laws, codes, and regulations, to include HIPAA, OSHA, AAAHC accreditation, and other applicable regulatory or professional standards.
- Planning, organizing, supervising, reviewing and evaluating the work of the Dental Hygienists.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost-effective and efficient manner.
- Conflict resolution, patient advocacy, and addressing concerns and complaints.
- Scheduling and coordination in a dental clinic setting.

- Adhering to all compliance and confidential guidelines including HIPAA compliance and Privacy Act.
- Maintaining quality, safety, and infection control standards.
- Preparing clear and concise reports, records of work, and other written materials.
- Computer applications related to the work.
- Analyzing problems, projecting consequences, identifying solutions and implementing recommendations.
- Microbiology as a basis of understanding for infection control and the seriousness of acquired diseases.
- New products and techniques used in oral hygiene care maintenance.
- Pharmacological effects of various drugs, which affect oral soft tissues and potential treatment.
- Dental laboratory and sterilization procedures, dental anatomy, physiology, and technical of dentistry practices of dentistry to accurately record examinations and treatment information.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, in person and over the telephone.
- Records management principles and practices.
- Adhere to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act.
- Providing customer service in the most cost-effective and efficient manner.
- Performing dental hygiene procedures in an efficient and effective manner.
- Preparing clear and concise reports, records of work, and other written materials.
- Using software applications related to duties (Dexis/Dentrix).
- Using tact, discretion, and prudence in dealing with patients.
- 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

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024