 **Dental Hygienist Standard Job Description**

**Classification Title:** Dental Hygienist

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Dental Hygienist, under general supervision, assists the dentist and provides dental hygiene care and education for patients.

**Essential Duties and Tasks:**

**50% Patient Care and Treatment Coordination**

* Coordinates appointments and conducts pre- and post-follow-up calls.
* Collaborates with referring dental offices for Periodontics patient care.
* Conducts and maintains care for existing patients, including oral prophylaxis, scaling, root planning, and preventive services.
* Applies current dental hygiene knowledge during treatments.
* Educates patients on preventive and oral health care.
* Conducts oral screenings, assesses new patients, and develops personalized care plans.
* Reviews patient histories and accurately records treatments.

**30% Administrative and Operational Support**

* Maintains accurate patient records and communication logs.
* Coordinates dental supplies procurement.
* Assists in managing staff through training, scheduling, and support.
* Evaluates and recommends operational enhancements.
* Ensures compliance with dental practice protocols and regulations.

**20%: Duty Title (for the department’s use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Associates degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Three years of related experience.

**Required Licenses and Certifications:**

* Dental Hygienist License.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of technical and clinical aspects of dental hygiene, dental equipment, periodontal disease processes, and other oral diseases.
* Knowledge of statistical evaluation techniques, scientific writing, and scientific research.
* Knowledge of equipment, materials, standardized procedures, and recent developments in dental hygiene.
* Ability to multitask and work cooperatively with others.
* Strong verbal and written communication skills.
* Excellent interpersonal and organizational skills.

**Additional Information**

**Machines and Equipment:**

* Standardized dental hygiene cassettes and unit equipment

**Physical Requirements:**

* Lift and manipulate moderate weight.

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**