

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://Oneida-nsn.gov>

POSITION TITLE: Dental Hygienist (Sub-Relief)
POSITION NUMBER: 00171
DEPARTMENT: Dental
LOCATION: 525 Airport Road Oneida, WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Dental Supervisor
SALARY: NE15 \$23.64/Hr. (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 14, 2015
CLOSING DATE: On-Going Recruitment
Proposed Start Date: Applicants will be placed in a pool and will be notified as positions become available.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under direct supervision of the Dental Supervisor, assess patient needs, and plans and delivers direct dental care and associated services to patients. Utilize established dental hygiene protocol and procedures. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. As a Dental Hygienist you will:
 - a. Deliver direct patient care to patients as assigned, using established dental hygienist procedures; perform routine treatment procedures, such as cleaning, scaling, polishing, x-rays, application of sealants and fluorides, and related procedures.
 - b. Assess dental condition and needs of patient; use patient screening procedures, to include medical history review, dental charting, and take patient vital signs as required.
 - c. Develop and implement individualized dental care plans for patients; perform patient education, discharge planning, and patient/family teaching under the supervision of a qualified dentist.
 - d. Take diagnostically acceptable dental radiographs; discuss x-rays with patients and providers.
 - e. Take Study models impressions and pour, trim and label models.
 - f. Perform patient triage and initiates patient care.
 - g. Assist with or institute emergency measures for sudden adverse developments during treatment of patients.
 - h. Provide instructions for patients in oral hygiene techniques and post-operative instructions both verbally and in written form.
 - i. Maintain a clean oral working area; record all exam findings completely and accurately in the patient chart; may act as an interpreter between patient and dentist as needed.
 - j. Maintain Standard Precaution guidelines at all times during patient care (Mask, Gloves, Eye Protection, Rubber dam usage) and wash hands before and after de-gloving.
2. Provide oral health care to patients of the Oneida Community and any satellite clinics with the use of portable equipment.
3. Assist in preparation of patient care areas, and in the patient admission, transfer, and discharge process,
4. Prepare reports and assist as required with patient reception, telephone calls, routine triage, and other office duties.

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DUTIES AND RESPONSIBILITIES: (Cont.)

5. Conduct Class/Classroom Presentations for Oneida Head Start/Day Care, Oneida Pediatrics, Oneida WIC, Oneida Community Health, Oneida OB/GYN, and the Anna John Nursing Home to clinical and satellite patients.
6. Provide activities for Prevention Week/Children's Dental Health Month/Give Kids a Smile Day/Educational Seminars,
7. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, walk, talk; hear, stand, use hands to finger, handle, or feel; reach with hands and arms; climb or balance.
2. Occasionally lift and/or move up to twenty-five (25) pounds.
3. Evening and/or weekend work may be required.
4. Work is generally performed in a climate controlled setting with a moderate noise level. Exposure to blood borne pathogens. Exposure to latex products on a routine basis. Exposure to aerosols powders and dust.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of patient screening, charting, and medical history procedures and documentation.
2. Knowledge of sterile procedures.
3. Knowledge of Federal, State, and institutional regulations and guidelines for the provision of dental outpatient services.
4. Knowledge of radiation safety procedures, standards, and protocols.
5. Knowledge of supplies, equipment, and/or services and inventory control.
6. Knowledge of patient admission, triage, transfer, and discharge procedures and documentation.
7. Skill in operating business computers and office machines to include electronic dental records software such as Dentrix or Eagle Soft.
8. Ability to perform a full range of established dental hygienist protocol and procedures.
9. Ability to work as a team member within a clinical environment.
10. Ability to exhibit good personal hygiene.
11. Ability to communicate effectively in the English language, both verbally and in writing.
12. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
13. Ability to handle multiple tasks and meet deadlines.
14. Ability to work independently with minimal supervision.
15. Ability to be CPR. Must maintain CPR Certification during employment.
16. Ability to obtain Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
17. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
18. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
19. Must be willing and able to obtain additional education and training.
20. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
21. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Nitrous Oxide certification and Fluoride Varnish application is required within twelve (12) months of employment.
2. Two (2) years of current dental hygiene experience.

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MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Associate's Degree in Dental Hygiene; Valid Wisconsin License as a Hygienist.
2. Certification of administering local anesthetic for the delivery of dental care to patients.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**