APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
http:/Oneida-nsn.gov

ONEIDA

A good mind. A good heart. A strong fire.
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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

POSITION TITLE:	Dental Hygienist
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:	September 12, 2016
CLOSING DATE:	September 19, 2016
Transfer Deadline:	September 19, 2016
Proposed Start Date:	Applicants will be placed in a pool and will be notified as positions become available.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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

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. 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.
2. 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.
3. 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.
4. Provide oral health care to patients of the Oneida Community Health Center clinic and any current or future satellite clinics with the use of portable equipment.
5. Develop and process dental radiographs; discuss x-rays accurately with the patients and other providers.
6. Provide non-surgical periodontal treatment of patients; provide or administer local anesthetic for delivery of dental care to patients.
7. Provide chair-side assistance to dentist in the performance of special tests, procedures, and complex treatments.
8. Documents dental history or chief complaint; record and report pertinent observations and patient reactions to dental staff, as appropriate.
9. Assist with or institute emergency measures for sudden adverse developments during treatment of patients.
10. Perform patient triage and initiates patient care.
11. Assist in preparation of patient care areas, and in the patient admission, transfer, and discharge process, as required; prepare reports and assist as required with patient reception, telephone calls, routine triage, and other office duties.

DUTIES AND RESPONSIBILITIES: (Cont.)

12. 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.
13. Provide instructions for patients in oral hygiene techniques and post-operative instructions both verbally and in written form.
14. Take study model impressions and pour, trim and label models.
15. 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.
16. Follow and maintain all relevant federal, state, and institutional regulations, guidelines, policies, and standards for the provision of dental clinical services.
17. Participate in and attends in service and educational programs to improve and learn new skills.
18. Provide written articles/brochures for publication in the Tribal Newspaper, Dental Journals, Health Fairs or clinic as deemed appropriate by the supervising Dentist and/or supervisor.
19. Provide activities for Prevention Week/Children's Dental Health Month/Give Kids a Smile Day/Educational Seminars, Classes/Classroom Presentations, 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.
20. Assist in training new dental assistants or dental hygienists.
21. Treat patients with dignity and respect.
22. Contribute to a team effort and accomplishes related results as required.
23. Adhere to all Oneida Nation's Personnel Policies and Procedures, Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
24. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
25. 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, handle, or feel; reach with hands and arms.
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 patient evaluation and triage procedures.
3. Knowledge of sterile procedures.
4. Knowledge of planning and scheduling techniques.
5. Knowledge of Federal, State, and institutional regulations and guidelines for the provision of dental outpatient services.
6. Knowledge of radiation safety procedures, standards, and protocols.
7. Knowledge of supplies, equipment, and/or services and inventory control.
8. Knowledge and understanding of dental surgery and associated procedures, terminology, and techniques.
9. Knowledge of patient admission, triage, transfer, and discharge procedures and documentation.
10. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
11. Ability to analyze medical records and prescribed protocol to formulate effective therapeutic treatment plans.
12. Ability to independently assess the nature and extent of dental, periodontal, and associated conditions and pathology in dental outpatients.
13. Ability to perform a full range of established dental hygienist protocol and procedures.
14. Ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines.
15. Ability to communicate technical information to non-technical personnel.
16. Ability to work as a team member within a clinical environment.

STANDARD QUALIFICATIONS: (Cont.)

17. Ability to operate, maintain, and troubleshoot a wide range of dental equipment in accordance with prescribed procedures and standards.
18. Ability to develop and process dental radiographs.
19. ty to exhibit good personal hygiene and good personal oral hygiene at all times.
20. Ability to communicate effectively in the English language, both verbally and in writing.
21. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
22. Ability to handle multiple tasks and meet deadlines.
23. Ability to carry out instructions furnished in verbal or written format.
24. Ability to work independently with minimal supervision.
25. Ability to maintain quality, safety, and/or infection control standards.
26. Ability and willingness to provide a strong customer service orientation.
27. Ability to be CPR. Must maintain CPR Certification during employment.
28. Ability to obtain Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
29. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
30. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. (**Training will be administered by the Human Resource Department).**
31. Must be willing and able to obtain additional education and training.
32. Must pass a pre-employment drug screening. Must adhere to the Oneida Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
33. Must pass a background security check with the Oneida Nation 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.
34. A valid driver's license, reliable transportation and insurance are required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition of employment.

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.

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.

ITEMS TO BE SUBMITTED:

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