



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Dental Hygienist</b>
<b>Candidate:</b>	<b>Vacant</b>
<b>Department:</b>	<b>Dental Clinics</b>
<b>Supervisor:</b>	<b>Director of Dental Services</b>
<b>FLSA:</b>	<b>Regular Part-time 20 hours/Hourly/Non-Exempt/</b>
<b>Wage:</b>	<b>\$57.00 per hour</b>
<b>Effective Date:</b>	<b>11.01.2020</b>

Under the general supervision of the Dental Director, this part time position will deliver high quality dental care in a safe environment for Samaritan House Free Clinic Dental Patients. Samaritan House Free Clinic Dental Programs exist in both the San Mateo and Redwood City Free Clinic locations. Duties overall include performing dental cleanings and educating patients how to best care for the teeth. This position will clearly communicate with patients; maintain appropriate equipment, setting up for their procedures as well as following universal safety, Dental Industry and OSHA precautions, regulations and guidelines to ensure safe procedures and environments for all. This position will maintain a flexible schedule as needed for the program's success. This may include occasional weekends, days, early mornings, evenings and holidays. This position will collaborate, support and provide guidance to a team program staff and volunteers as needed. Assist with set up of systems as appropriate and ensure excellent quality service delivery.

This position prefers a bilingual and bicultural Spanish Speaking candidate in order to successfully serve our mostly Spanish speaking clientele of the Samaritan House free clinics but not required.

While the dental hygienist may have one of the two clinics assigned as a home job site it may be necessary on occasion to travel to the other clinic program for service delivery. Therefore, candidate must be able to reliably commute from one job site to another. Position requires excellent customer services delivery when interacting with clients, staff and volunteers. This position is grant funded.

## JOB QUALIFICATIONS

**Please note our preferred and in some cases required qualifications for this position:**

**Education and Licenses-** -Degree or certificate from an accredited dental hygiene school. Background education in dental anatomy, dental practices and oral hygiene. Two Year Associates Degree or advance degree in related field. Licensed Hygienist having passed the National Board Dental Hygiene Examination.

### **Experience-**

- Minimum 2 years of experience performing Dental Hygiene work in a licensed dental office.
- Non-Profit experience helpful.
- Experience working in San Mateo County and knowledge of service providers preferred.
- Bilingual/Bicultural Spanish required
- Minimum 2 years working with individuals experiencing challenges such as poverty, homelessness is preferred

### **Knowledge, Skills and Abilities-**

- Demonstrated ability and knowledge of various types of dentistry.

- A proven commitment and ability to professionally engage constituents who are experiencing very stressful life events/situations in an empathetic, compassionate and non-judgmental manner.
- Ability to work in a fast paced work environment and successfully work well under pressure. Must be flexible and able to successfully prioritize and multi-task.
- Must demonstrate the ability to have professional boundaries in working with all constituents  
Must be solution-focused and organized in achieving objectives with all
- Must be able to motivate and organize self to complete tasks with service users.
- Excellent oral and written communication skills in both English and Spanish; ability to respond to management direction and clearly communicate with staff; ability to complete tasks on time or notify the appropriate person when necessary.
- Excellent computer proficiency and data entry required including but not limited to Microsoft office Suite, and Windows-based operating systems; ability to learn new computer databases quickly.
- Ability to gather and analyze data, prepare accurate and concise reports and recommendations for the resolution of systems issues if needed.
- Ability to exercise appropriate judgment and discretion in handling all matters. Must maintain confidentiality in all aspects of the work environment; ability to make prudent and timely decisions; ability to explain reasoning for decisions.
- Ability to deal professionally including tactfully, diplomatically and objectively with consumers, providers, gov't and elected officials, and public.

#### **Other Preferred Skills & Abilities:**

- Ability to conduct business within agency values and professionalism; exercise appropriate judgment and decision making under normal and stressful conditions is required. Established ability to exercise all business with high integrity and ethics.
- Excellent organizational, multi-tasking and prioritization skills required
- Strong Communication Skills are required. Candidate must be able to consistently, regularly, effectively and clearly communicate with constituents and staff with diverse experiences.
- Must have excellent interpersonal, relationship building skills; excellent initiative and ability to work independently and with teams; ability to identify and resolve issues proactively.
- Candidate must be able to travel between the Agency's various sites; valid driver's license, good driving record and a registered and insured vehicle required.
- Ability to adapt to changes swiftly and successfully and respond to delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- Ability to maintain focus for extended periods of time;
- Ability to consistently and reliably work all scheduled hours.
- Ability to create and maintain excellent relationships with all constituents, excellent customer service. Awareness of and sensitivity to the service population's culture and socioeconomic characteristics.

## WORK ENVIRONMENT AND BACK GROUND CHECK

References and back ground checks will be conducted by Samaritan House prior to employment. You must have the physical, visual and auditory ability to perform the essential functions of the job, ensure a safe/secure work environment and respond to any emergencies with or without reasonable accommodations. Regular and repeated use of motor coordination and hand motions for dental work, filing, computer data entry and writing. Candidate should have the physical ability to occasionally lift and/or move items (approximately 20 lbs.). Occasional sitting, walking, carrying, reaching, speaking, listening for extended periods of time. Work environment can be high stress and fast paced. This position will not require use of company mobile devices.

Operations under Pandemic – As an essential worker, this position will operate on site during the COVID Pandemic. All external contact will be through telecommunication methods and in person as we implement re-opening protocols. While on job site, all employees are required to wear PPE, masks and the practice of social distancing and appropriate sanitation protocols is required at all times. Violation of Mask, Sanitation and Social Distancing Protocols will result in removal from Agency property. Position will be evaluated for equipment needs - TBD.

## ESSENTIAL FUNCTIONS OF THE POSITION

### **1. *Provision of Direct Service Delivery relative to Dental Hygiene.***

- Deliver excellent quality dental hygiene services through patient screening and assessments of oral health conditions, review health history, oral cancer screening, head and neck inspection, dental charting and taking any necessary vital statistics
- Perform procedures such as removing deposits of calculus, plaque and stains from teeth surfaces.
- Examine gums for disease
- Apply fluoride or sealant solutions to freshly cleaned teeth
- Take x-rays
- Make impressions of patient teeth for study casts as needed
- Educate patients about proper dental health and appropriate oral hygiene
- Demonstrate as needed how to properly brush and floss teeth after procedures
- Collaborate internally as needed with various programs and levels involved with the operations of Free Clinics.
- Assist manager in ensuring adherence to policies and procedures regarding Dentistry in San Mateo County. Must work within Agency, local, state, Federal or industry regulations at all times. Ensure staff work within same regulations.

### **2. *Assisting with the coordination and community outreach of Dental services and activities.***

- As assigned, represent Samaritan House both internal and external to the agency.

### **3. *Assist with administrative data/report management, contract monitoring and program compliance***

- Assist program director as needed with preparation and submission of timed program service reports.
- Perform associated administrative duties including but not limited to patient documentation, patient communication and other record keeping information needed.
- Update medical history of patients as needed highlighting significant information for dentist review.

4. All work/business to be performed with appropriate professional boundaries, excellent ethics/integrity and in good faith. Ensure excellent client service at all levels. Demonstrate a caring and helpful attitude when interacting with clients, vendors, volunteers and fellow employees.
5. Flexible work schedule, early mornings, days, evenings, weekends and holidays may needed.
6. Position will operate within all applicable federal, state and local laws and ordinances, and any and all other policies adopted by Samaritan House. As well as operating under any administrative protocols set by the Associate Director of Clinic Operations and Medical/Dental Directors.
7. Support, assist and attend general Agency events, activities and functions. Attend all assigned meetings and trainings as needed and positively represent Samaritan House in all internal and external venues. Ensure staff does the same.
8. Ensure safe work environments for all and complete all incident reports within 24 hours or immediately. Ensure staff does the same.
9. All other duties as assigned.

## HOW TO APPLY

Interested candidates for this position will be required to submit a cover letter and resume to:

SAMARITAN HOUSE: Director of Human Resources

4031 Pacific Blvd, San Mateo, CA 94403

E-mail: [hr@samaritanhousesanmateo.org](mailto:hr@samaritanhousesanmateo.org) Via facsimile: (650) 294-4336

No phone calls, please! Samaritan House is an equal opportunity employer. *Because of the volume of applications Samaritan House receives, we regret we are not able to respond to every applicant individually. If your skills and experience are a good match for this position, we will contact you for an interview.*

## ACKNOWLEDGMENT

*Please sign below in acknowledgment that you have received and understand the job description of Dental Hygienist.*

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Director of Human Resources              Date