



LOVE YOUR SMILE DENTISTRY

## **Registered Dental Hygienist**

### **Overview**

The Registered Dental Hygienist will be under the direct supervision of the dentist. The dental hygienist functions to aid the dentist to provide dental services. This position has the potential to be full time based on the dental hygienist's performance and experience.

### **Dental Hygienist Duties**

- Clean and remove stains, plaque, and tartar from teeth
- Complete probing depths and enter findings in the electronic dental records
- Apply fluoride and sealants for tooth protection
- Take dental radiographs as needed
- Complete electronic records at the end of appointment for each patient seen
- Document treatment plans and care performed on patients
- Examine each patient's oral health and communicate findings to dentists
- Educate patients on how to care for their teeth with good oral hygiene, including proper brushing and flossing
- Educate patients on treatment needed

### **Patient Scheduling & Charting**

- Schedules appointments using the dental appointment software Open Dental.
- Provides patient eligibility screening utilizing eligibility software.
- Processes patient periodontal referrals as necessary
- Assist with insurance verification duties as needed for referrals

### **Infection Control and Sterilization**

- Performs infection control and instrument sterilization according to dental policies and procedures.
- Performs weekly biologic monitoring.

### **Supply Inventory Control and Equipment Maintenance**

- Performs inventory and requisition of supplies as assigned ensuring minimal supply levels are maintained.
- Performs regular preventative equipment maintenance as required.

### **General Duties**

- Completes assignments as assigned.
- Participates in staff meetings and trainings.
- Participates in keeping common areas of dental office clean.

- Performs other duties as assigned.

### **Leadership Skills**

- Understands the organizational mission.
- Understands ethics and public good; is concerned with public trust.
- Demonstrates respect for the opinions, beliefs of others, and displays cultural sensitivity.
- Demonstrates a sense of responsibility for the success of the group.
- Collaborates with others to improve quality and address needs.
- Ability to adapt to change.

### **Interpersonal Abilities/Personal Characteristics**

- Uses sound judgment.
- Self-motivated.
- Organizes and maintains work environment to allow for maximum productivity.
- Reports on time for scheduled shifts and stays until the end of the scheduled shift.

### **Communication**

- Communicates clearly and effectively, both orally and in writing.
- Written and verbal English competency.
- Able to read and follow directions.

### **Minimum Requirements**

- High school diploma or G.E.D. equivalent
- Registered Dental Hygienist by the Texas State Board of Dental Examiners
- Current CPR certification for Healthcare Providers
- Intermediate proficiency skills in the use of Microsoft Windows, Outlook and Word
- Valid driver's license (Texas upon hire)
- No experience needed; new graduates will be considered for hire
- Ability to achieve diagnostic radiographs following the ALARA principles
- Ability to work independently and in a team setting
- Positive, upbeat personality with a can-do spirit
- Must work scheduled hours as assigned
- Must be knowledgeable about The Love Your Smile Dentistry Culture (more information can be found at <https://loveyoursmiledfw.com/careers/>)
- Must pass criminal background check and drug test screening upon offer of employment

### **Preferred Skills**

- Previous dental receptionist experience
- Experience with Open Dental
- Experience with Dexis imaging and x ray sensors

The following information is required to be considered for any team member position for Love Your Smile Dentistry, PLLC:

1. Full First and Last Name
2. Telephone Number
3. Email Address
4. Desired Hourly Rate of Pay
5. Desired Start Date
6. Resume

***Applicants with missing requested information will not be considered.***

Pay is based on experience and skills.

*Love Your Smile Dentistry, PLLC is an Equal Opportunity Employer*