



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 706.3

Job Title: **SENIOR DENTAL HYGIENIST**

Pay Grade: 15

GENERAL SUMMARY:

Performs skilled clinical dental hygienist procedures, educates patients and the community in proper oral hygiene practices and supervises the Dental Assistants and clerical staff in a dental clinic.

RESPONSIBILITIES:

- Supervises section, schedules and reviews work, trains and evaluates employees.
- Educates patients in the development and maintenance of preventive dental health practices.
- Provides oral prophylactic treatment, including teeth cleaning, polishing and applying fluoride. Applies sealants or medications to surface tissues.
- Performs routine administrative duties, including budget management, supply requisition and vendor reimbursement, patient billing and equipment repair and maintenance.
- Performs skilled chairside dental procedures as directed by dentist.
- Assists in recruitment, selection and training of new employees.
- Organizes and participates in community outreach programs, health fairs and other dental health programs.
- May be required to work at more than one clinic location.

SPECIFICATIONS:

KNOWLEDGE:

Requires specialized training in dental hygiene principles, procedures, practices, routines or techniques, which might normally be acquired through a technical specialty program of over 18 months and up to three years in duration. Some competence in the operation of dental equipment or electronic equipment may be required. A general knowledge of bookkeeping and dental equipment maintenance is required. Must be qualified to place dental sealants.

EXPERIENCE:

Four years of experience in chairside clinical dental hygiene within the past six years are required. Experience in management/administration is preferred.

License: Must have a valid license to practice dental hygiene in the State of Texas and a current annual registration certificate from the State of Texas.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor"; recommends personnel actions such as hirings, terminations, and pay changes of nonsupervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Dental Hygienist
Senior Dental Hygienist

*Effective: October 1990
Revised: November 1995*