



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 706.2

Job Title: **DENTAL HYGIENIST**

Pay Grade: 12

### **GENERAL SUMMARY:**

Performs skilled dental hygienist procedures, educates patients in proper oral hygiene practices and provides guidance to Dental Assistants in a dental clinic.

### **RESPONSIBILITIES:**

- Provides oral prophylactic treatment, including teeth cleaning, polishing and applying fluoride. Applies sealants and/or medications to surface tissues.
- Educates and advises patients about the need and basics of preventive oral hygiene.
- Takes, develops and mounts x-rays.
- Assists dentist with other chairside functions as directed.
- Performs various administrative functions including coordination of equipment repair and maintenance, inventory control and receipt, storage and dispensing of dental materials and supplies.
- Provides guidance to Dental Assistants in performance of daily clinic activities.
- May be required to work at more than one clinic location.
- Organizes and participates in community outreach programs, health fairs and other dental health programs.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires specialized training in dental hygiene principles, procedures, practices, routines or techniques which might normally be acquired through up to 18 months of education or training beyond the high school level. Some competence in the operation of dental equipment or electronic equipment is required. A general knowledge of bookkeeping and dental equipment maintenance is required. Must be qualified to place dental sealants.

#### **EXPERIENCE:**

One year of experience in chairside clinical dental hygiene within the past three years is required.

**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.

#### **COMPLEXITY:**

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

## **SPECIFICATIONS: (continued)**

### **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:**

No direct report employees.

#### **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*