



Stockbridge-Munsee Community

Department of Human Resources
PO Box 70
Bowler, WI 54416

Telephone: (715)793-4375
FAX: (715)253-2432
Email: bev.miller@mohican-nsn.gov

POSITION DESCRIPTION

POSITION: Fill In Dental Hygienist
LOCATION: Stockbridge-Munsee Health Center
SALARY: \$ Negotiable Non-Exempt

POSTING DATE: 1/18/22
CLOSING DATE: Until Filled
PAY GRADE: 6

GENERAL RESPONSIBILITIES:

Will be primarily responsible for the professional prophylactic and preventative dental services for patients in the clinic setting. Provide scale and root debridement for patients with periodontal disease. Mentor new hygienists in refining their dental hygiene skills. Mentor newly hired fill-in and regular hygienists in accurate and effective recordkeeping in Electronic Dental Records (EDR). The hygienist reports directly to the Health Centers Chief Dental Officer.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description
6. Must be COVID 19 fully vaccinated and remain up to date with required doses

DUTIES:

1. Patient Preparation for Treatment
 - A. Greets patients and seats in treatment area.
 - B. Interviews patients regarding medical history updates, new medications, and allergies, obtain blood pressure and document in EDR.
 - C. Secures signed patient consent forms as needed.
2. Dental Hygiene
 - A. Perform complete periodontal evaluation and yearly re-evaluation in EDR.
 - B. Collaborate with dentists for periodontal diagnosis and treatment
 - C. Perform scaling root debridement, and periodontal maintenance on patients with periodontal disease.
 - D. Perform adult and child prophylactic procedures when indicated.
 - E. Provides patient education and motivation regarding home care of the teeth, periodontium, and any appliances and the use of periodontal aids.
 - F. Provide patient education regarding the effects of tobacco use, diet, soda consumption, medications, diabetes and overall health on oral health.
 - G. Apply topical fluoride varnish.
 - H. Application of sealants as needed.
 - I. Expose intraoral and extraoral digital X-rays.
 - J. Record examination and treatment information in EDR as relayed by the Dentist.
3. Mentor newly hired hygienists
 - A. Mentor new hygienists in refining their hygiene skills and time efficiency.
 - B. Train hygienists in accurately and effectively completing recordkeeping in EDR.
 - C. Train hygienists in the proper use of ADA procedure codes and IHS codes in EDR.
 - D. Train hygienists in the when and how to submit prior authorizations to State agencies and insurance companies.
4. Recording of Information/EDR



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- Accurately record all procedure and assessment codes in EDR
- Prepare clinical notes in EDR
- Maintain continuing care records in EDR
- Identify patients in need of prior authorizations for future periodontal services
- Prepare paperwork regarding Medicaid prior authorizations for dentist's review and signature
- 5. Releases Patients from Treatment
 - A. Relays instructions of the dentist to the patient for all types of post-treatment care.
 - B. Release patient from chair and escort to receptionist.
- 6. Performs the Infection Control Procedures of the Dental Department and dental hygiene instrument maintenance to Include but not Limited to:
 - A. Disinfecting the operatory after each patient.
 - B. Cleaning, lubricating, and sterilizing hand pieces.
 - C. Sterilizing and properly storing all dental instruments and materials.
 - D. Maintenance of sterilizer bimonthly
 - E. Testing ultrasonic monthly
 - F. Responsible for sharpening and maintaining hygiene instruments.
- 7. Community Outreach
 - A. Organize yearly school sealant programs when applicable.
 - B. Monitor the school fluoride rinse programs.
 - C. Conduct oral hygiene classes and screening in the schools when scheduled.
 - D. Conducts and/or participates in community prevention projects.
- 7. Other responsibilities
 - E. Must maintain an acceptable departmental attendance record.
 - F. Must be reliable and prompt when reporting to work.
 - G. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
 - H. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
 - I. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
 - J. 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.

QUALIFICATION:

1. A degree as a Registered Dental Hygienist from an accredited program.
2. Licensed to practice as a Dental Hygienist in the State of Wisconsin.
3. Certified to administer local anesthetic
4. Up to date CPR certification.
5. Experience with digital radiography Exceptional work record, to include performance and punctuality.
6. Ability to work with Patients through all ages.
7. Able to maintain confidentiality.
8. Must be willing to attend all applicable training.
9. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
10. Must be eligible for coverage under the employer's liability insurance.
11. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.



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12. Must be able to meet physical requirements of position.
13. Must abide by departmental and organizational safety, testing, and uniform guidelines.
14. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
15. Preferred qualifications:
 - A. One year of experience in a public health or Indian Health Service setting
 - B. Proficient in Dentrix EDR software
 - C. Experience with Medicaid rules and regulations for prior authorizations
 - D. Two years of clinical experience

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT RESUME & APPLICATION TO: Human Resources
Stockbridge-Munsee Community
N8476 Moh He Con Nuck Road
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

Revised TC approved: 2/18/04 bjm

Exec Dir HR Approved:6-20-14