



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Dental Hygienist

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, if applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Dental Hygienist**
Supervisor: Dentist
Location: Quileute Health Center
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: \$40.00 - \$55.00 per hour

POSITION SUMMARY:

The Dental Hygienist will assist the Dentist in the care and treatment of patients including medical history screening and review, radiograph updating as directed by the dentist, periodontal probing and soft tissue data recording, oral prophylaxis, patient education and motivation, and other procedures as prescribed by a dentist.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Maintain a high level of confidentiality
- Perform all aspects of cleanings for both adults and children which includes oral health instructions and fluoride applications
- Assist dentist with oral exams, cancer screenings, and treatment planning for patients
- Perform periodontal screening on adult patients to determine oral health status
- Take x-rays for diagnostic exams
- Communicate clearly with patients
- Perform root planning and scaling procedures for patients with active periodontal disease
- Administer local anesthesia and Nitrous oxide for dental procedures
- Assist with all aspects of sterilization of instruments and disinfection of treatment rooms
- Support Dental Assistant II in scheduling appointments and answering phones as needed
- Protect patients and employees by adhering to infection-control policies and protocols
- Assist in ordering supplies needed for patient care and clinic
- Responsible for the health and safety of others
- Other duties as assigned

SKILLS, KNOWLEDGE, AND ABILITIES:

- Perform periodontal procedures achieving the best outcome for patients in accordance with all state dental board requirements
- Educate patients on the importance of preventing, diagnosing, and treating periodontal disease. Discuss the links between periodontal conditions and overall systemic health
- Chart conditions of periodontal disease for collaboration with the Dentist to develop the appropriate treatment plan
- Work collaboratively with the team to ensure an exceptional patient experience, a productive schedule, and effective maintenance of the practice and equipment
- Advanced patient assessments/clinical evaluations
- Ability to communicate effectively with patients
- Team player with a positive attitude
- Professional, caring, and engaging

WORK ENVIRONMENT:

- Clinical setting

PHYSICAL DEMANDS:

- PPE required
- Operating equipment, tools, foot controls, etc.
- Prolonged periods of sitting
- Lifting up to 50lbs.
- Bending, stooping, crouching, twisting, reaching

SUPERVISORY RESPONSIBILITY:

- No

QUALIFICATIONS:

Minimum/Required Qualifications:

- Must have a valid Washington State Dental Hygienist license
- Must have High School Diploma or GED
- Must complete and pass HIPAA training
- At least one year of experience
- X-Ray Certified
- CPR Certified
- Extensive HIPAA knowledge
- Solid grasp of periodontal protocol

Preferred Qualifications:

- Three years of Dental Hygienist experience
- Knowledge of Eagle Soft
- Experience working in Indian County and/or with rural health care facilities, IHS/Tribal Clinics, or other community health programs

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License; please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will

be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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