



Job Title: Registered Dental Hygienist
Reports To: Director of Public Policy Research
FLSA Status: Non-Exempt
Effective Date: April 1, 2018
Pay Range: TBD
Location: San Bernardino County

The Center for Oral Health is seeking applications for a Registered Dental Hygienist for the Oral Health Needs Assessment project in San Bernardino county with a possibility of implementation in other neighboring counties as needed. This is a data collection and needs assessment initiative funded by the San Bernardino Department of Public Health – Local Oral Health Program. This position is temporary, starting as soon as possible and ending on June 30, 2018.

Position Summary

Under the direction of the Director of Public Policy Research, performs a variety of professional program activities for COH's public health activities working with children and adults. The program is implemented within various settings throughout San Bernardino County. The Registered Dental Hygienist/Registered Dental Hygienist in Alternative Practice (RDH/RDHAP) provides education and outreach; screening and direct preventive care; and where necessary provides referrals for service to local providers and assists in the Navigation of participants into a dental home. The RDH/RDHAP will provide technical assistance with other data collection activities as needed.

Due to the broad scope for this project, the RDH/RDHAP works closely with Center for Oral Health staff, subcontractors, funders, liaisons from partner organizations, and members of the Oral Health Action Coalition - Inland Empire to implement and expand the components of the program.

Essential Duties and Responsibilities

Program Implementation:

- Responsible for the implementation of the project in compliance with established rules regulations, and ordinances.
- Interfaces with COH subcontractors, partners, and health practitioners of various types, and assist in developing relationships with external stakeholders, provider networks, and partners.
- Works closely with Director of Public Policy Research to assist in the coordination and management of data collection necessary for the project.
- Ensures program performance goals are met.
- Responsible for personal as well as organizational full compliance with all applicable federal, state, local and center rules, regulations, protocols and procedures governing the practice of dental hygiene and the clinical provision of dental hygiene care as well as

those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality.

- Enters and validates data, maintains good records, keeps track of inventory of project supplies and supports other non-clinical data collection as directed by the Director of Public Policy Research

Program Development:

- Informs program design, delivery, and evaluation.
- Works closely with the program staff to ensure that it meets the needs of participants from a variety of cultures, races, ethnic backgrounds, classes, languages, religions, and other diversity factors.
- Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

Specific responsibilities include, but are not limited to:

1. Supports ongoing relationships with participating sites through outreach and collaboration.
2. Works with partner agencies to assure smooth ongoing and supportive relationships.
3. Facilitates all clinical activity according to the California Dental Practice Act, maintaining strict sterilization and Cal-OOSHA standards.
4. Maintains strict HIPPA guidelines at all times.
5. Documents and collects data required by the program.
6. Assists in research, design, development, and field testing of surveys
7. Maintains a schedule on a master calendar
8. Attends weekly/ monthly staff meetings to report and update progress during the year.
9. Maintains electronic connection via home computer and communicates in a timely manner with the office.
10. Completes oral health evaluation, collecting and reporting data as required.
11. Assesses risk and is responsible for motivational interview of client to encourage behavior change.
12. Responsible for client paperwork, communication assistance, education and enrollment of families at work sites.
13. Promotes program objectives through community outreach and networking.
14. Fosters warm yet professional relationship with families to encourage compliance and follow through.
15. Keeps abreast of new developments in dental health.
16. Maintains professional license and continuing education as required by law.
17. Other duties as necessary.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education & Training: State Register Dental Hygienist license.
2. Experience: A minimum of two (2) years providing community-based preventive dental health services.
3. Bilingual in English and Spanish

Computer Skills

Basic computer skills in Microsoft Office (Word, Excel, PowerPoint, Outlook and Access) for email, data access, budgeting, and reporting. Ability to navigate electronic dental health record software.

Certificates, Licenses and Registrations

Valid California Driver License and Automobile Liability Insurance.

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Travel Requirements

Must have reliable transportation and travel locally to various locations where COH programs are implemented. Travel may be required on a local, regional, and/or national conferences related to the programs. Must have reliable transportation and travel locally to various locations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands, and to talk or hear. The employee is regularly required to walk, and reach with hands and arms. The employee is occasionally required to stoop. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision due to see the intricacies of the dental equipment. Prolonged sitting or standing may be required. Those physical movements and the degree of mobility normally associated with the practice of primary care dentistry will be performed on a repetitive basis.

The ability to distinguish letters and symbols, as well as the ability to utilize telephones, computer terminals, and copiers is required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work under stressful conditions as well as irregular hours may be required. Exposure to communicable diseases, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.

To Apply:

Please send your resume and cover letter to:
Andrea Sequeira
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