



Poarch Band of Creek Indians

Tribal Government – Job Announcement

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov



Position Title: Dental Hygienist	Job Announcement: HR2020:51
Immediate Supervisor: Chief Dentist	Advertising: Publicly
Department: Health	Department Director: Health & Elder Services Division Director
Employment Status: Exempt	Division: Health & Elder Services
Mandatory Reporter: Yes	Position Type: Regular Full-Time
Opening Date: Friday, October 16, 2020	Background Check Required: Yes (child- sensitive) **
	Closing Date: Friday, October 23, 2020 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.

Overall Objectives of Position

The Dental Hygienist is responsible for performing advanced prophylactic and preventive dental procedures in the treatment of patients with related medical and dental problems. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Dental Hygienist is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable program.

The Dental Hygienist is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Dental Hygienist

- Performs oral prophylaxis, root planning, CPITN probing, applies topical fluorides and pit and fissure sealants, and bacterial exams.
- Takes digital X-rays.
- Provides oral hygiene instructions and counseling to patients about good nutrition and its impact toward oral health.
- Explains to patients the causes of periodontal disease and tooth decay.
- Establishes and monitors an appointment and recall system.
- Assists in planning, coordination and evaluating community oral health programs.
- Assists the Dentist in quality assessment and oral health resources management.
- Performs other duties as assigned by the appropriate person.

Day-to-day Responsibilities

- Maintains accurate records of all persons receiving care performed by dental hygienist.
- Sterilizes and disinfects dental instruments and materials and cleans equipment on a weekly basis. Assists in maintaining logs for cleaning instrument sterilization.

Education/License/Certification and Experience Requirements

- Must be a graduate of a School of Dental Hygiene, which has been approved by the Board of Dental Examiners of Alabama.
- Must possess and maintain current licensure to practice Dental Hygiene in the State of Alabama or must possess current licensure in another state and obtain licensure to practice Dental Hygiene in the State of Alabama within one (1) year from date of hire.
- Must maintain current professional licensure in Basic Life Support (BLS) or obtain licensure within ninety (90) days of date of hire in position.
- Must possess certification of “Mandatory Reporter Training” or obtain certification during the first week of employment.
- Two (2) year experience as a licensed Dental Hygienist is required.

Skills Required

- Absolute confidentiality, adhering to HIPAA guidelines and the Privacy Act.
- Must have a working knowledge of computers and electronic health records, with the ability to work in a Windows environment with various software programs such as Microsoft Office software and etc.
- Experience with dental software is preferred.
- Familiarity with the cultural factors relative to the care of Native Americans preferred
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Adept at multi-tasking, have unquestionable integrity, with an uncompromising commitment to quality.
- Organized with unfailing attention to detail.
- Must be people oriented and relate well to people from diverse backgrounds.
- Exceptional interpersonal and communication skills, both verbally and in writing.

Additional Requirements

- Ability to work odd and irregular hours, as needed; flexible in regards to accommodating emergency visits as needed.
- Must possess a valid driver’s license and insurable driving record according to Tribal insurance guidelines.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in required training, leadership development, and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.** ***Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designated as child-sensitive or data-sensitive must successfully complete a background check prior to employment.*