

Hygiene Assistant

GENERAL DESCRIPTION:

The Hygiene Assistant's job is an entry level position. Under general supervision of the Dental Director and in collaboration with the dental team, the Hygiene Assist is responsible for assisting the dental hygienist(s) in the direct provision of primary care dental services to patients of MCHC. The Hygiene Assistant is also responsible for sterilization, preparation of dental operatories and associated equipment, inventory control of dental instruments and supplies, and seating of dental patients. At all times the Hygiene assistant must be in compliance with the New Hampshire Dental Practice Act and MCHC dental practice standards.

RESPONSIBILITIES:

Essential Duties and Responsibilities include the following:

- Set-up and prepare dental operatories and instrumentation in accordance with established regulations and guidelines.
- Take down and clean patient operatory after treatment.
- Perform sterilization of dental instruments as directed per protocol.
- Ensure treatment areas are fully stocked.
- Help maintain patient flow throughout the day.
- Assist Hygienist with charting as necessary.
- Take dental x-rays if certified to do so and under the Hygienist direction.
- Perform efficient and accurate procedures to help maintain Hygienist's schedule and patient flow.
- Provide excellent customer service to help ensure a smooth and comfortable visit for the patient.
- Adhere to confidentiality, state, federal, and HIPPA laws and guidelines with regards to patient's records.
- Follow OSHA and company safety policies and procedures □
- Other duties as assigned.

GENERAL:

- Demonstrates an understanding of MCHC's mission in performing all aspects of the position.
- Demonstrates commitment to, and understanding of MCHC's Service Excellence Standards, by modeling service excellence in all internal and external relationships, and in performance of all duties and responsibilities of this position.
- Demonstrates a caring and helpful attitude when interacting with patients, vendors and fellow employees. Strives to build cooperative partnerships with internal and external customers.
- Handles confidential information as defined in MCHC's policies.
- Performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives as requested.
- Participates in other program activities as appropriate.

MINIMUM QUALIFICATIONS:

- School Diploma or GED.
- Basic computer skills and the ability to learn new programs as required.
- Good organizational and time management skills

PHYSICAL DEMANDS:

While performing the duties of this Job, the employee is regularly required to stand and walk. The employee is required to type. The employee is frequently required to use hands to finger, handle, and feel; reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of the Team Member so classified. This job description is subject to change depending on the business needs.