



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

**Position:** Dental Hygienist

**Location:** Lac Courte Oreilles Community Health Center

**Salary Range:** \$52,000.00 - \$66,560.00

**Hours:** Monday –Friday 8:00am - 4:30pm

**Posting Date:** August 31, 2017

**Closing Date:** September 14, 2017

**Description of Position:**

The Dental Hygienist will provide dental hygiene treatment and preventative instruction to clinic patients.

**Qualifications:**

- Current WI Dental Hygienist License
- 1-3 years of dental hygiene experience preferred
- Possess strong oral presentation skills
- Must be able to pass a background check
- Valid Driver's License
- Vehicle Insurance
- Pass pre-employment and random drug tests
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations

**Major Duties and Responsibilities:**

1. Make sure all necessary forms are signed by the provider and patient/guardian.
2. Greets and prepares patient for treatment; assures that each patient is aware of the treatment proposed for the appointment.
3. Reviews and confirms the accuracy and completion of patient health history at each appointment.
4. Charts all existing caries and restorations, missing teeth, and prostheses.

5. Takes quality, diagnostic quality radiographs to determine the extent of any decay or disease; takes necessary safety precautions to protect patient from unnecessary radiation.
6. Accurately measures and documents probing depths, recession, and clinical attachment loss to allow accurate diagnosis of patient conditions.
7. Provides routine prophylaxis and topical fluoride application to all eligible patients.
8. Provides scaling when calculus is present.
9. Provides root planning as indicated.
10. Applies dental sealants to all teeth indicated on treatment plan.
11. Provides patient and parent/guardian education including in plaque control, nutrition counseling, fluoride benefits, and general health education.
12. Documents all treatment rendered on the treatment page.
13. Practices universal precautions and other sterilization and infection control procedures, and helps maintain equipment.
14. Help maintain patient recall system.
15. Develop and implement new programs to educate and promote oral health among various target populations including pediatric patients and diabetic patients.
16. Provide administrative support to the Dental Department including patient documentation, patient communication, and associated record keeping.
17. Assists in maintaining supplies and helps with ordering materials for the Dental Department.
18. Fulfills all obligations between the LCO Health Center and the LCO Headstart program, including the annual Health Fair.
19. Attend public meetings to speak on dental oral hygiene care as needed.
20. Attend all required meetings: morning huddles, dental staff meetings, Safety and Diabetic Committee, Headstart, etc.
21. Maintains current continuing education for license purposes.
22. Responsible for reporting Adverse Incidents.
23. Participate on the Incident Command team as assigned.
24. Any other duties assigned by the Dental Director within scope of practice.

### **Supervision and Guidance:**

The Dental Hygienist will work under the direct supervision of the Dental Director with oversight by the Health Director.

**\*Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any stated Qualifications**

**Three (3) letters of recommendation**

**Academic transcripts**

### **Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
(715) 638-5132  
(715) 634-6107 FAX  
sklecan@lcohc.com

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

08/31/2017