



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Early Childhood Dental Hygienist** FLSA Status: **Non-Exempt**
 Job Family: **Program Specialist** Pay Range: **PS35H**
 Prepared/Revised Date: **March 2, 2015** Job Code: **30101**

SUMMARY: Responsible for instructing family mentors, childcare staff, classroom staff, parents, and developmental screeners in oral health education, prevention and access to care. Coordinate and participate in oral health screenings and prophylaxis within the Early Childhood Program. Perform data tracking of all children and families served to determine if the program is effective for future funding and access to community resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Identify children and dental needs that require treatment. Provide case management for all children in the program ensuring that each child has a current dental exam and receives treatment for any dental issues.	D	30%
2. Maintain detailed and accurate records on each child using ChildPlus software system. Utilize data to prepare program required reports and grant applications.	D	12%
3. Attend work and arrive in a timely manner.	D	1%
4. Provide oral health training to PSD Early Childhood Staff, community childcare partners, and parents with a focus on prevention, education, and access to care. Field oral health related questions from parents and staff, and provide age-appropriate oral health education to children in the program.	W	20%
5. Request and interpret dental records from local dental providers.	W	2%
6. Identify children with no dental insurance and negotiate with dental providers to arrange their care. Refer eligible children to appropriate dental care opportunities.	M	3%
7. Order and maintain dental supplies for all program activities.	M	2%
8. Participate in community outreach by working with community partners to improve oral health programs for all children, prenatal women, and families in the community.	Q	2%
9. Visit families in their homes as needed.	Q	1%
10. Coordinate Fall and intermittent dental screenings for all students in all EC classrooms, and program participants to comply with program regulations and policies. Arrange supplies, schedule all activities, permission forms, and coordinating area dentists and dental hygienist volunteers to provide the service.	A	11%
11. Coordinate and participate in the application of fluoride varnish to each child's teeth with parent permission, during Fall and Spring screening and other program fluoride activities.	A	10%
12. Coordinate and write applications for dental health grants and necessary reporting.	A	3%
13. Develop and maintain good communication and relationships with community dental providers to promote connections with the Early Childhood Program.	A	2%
14. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Dental Hygiene
- More than three years and up to and including five years of experience as a Dental Hygienist

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license
- Current Colorado Dental Hygienist License

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students at dental visits, in the classroom, and getting on and off the bus

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute				X
Synthesize	X			
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	X
Ability to adjust focus	X



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	