



WEST VIRGINIA

Division of Personnel
1900 Kanawha Blvd. East, Building 3 Suite 500
Charleston, WV 25305

<http://www.personnel.wv.gov>

invites applications for the position of: Dental Hygienist

An Equal Opportunity Employer

SALARY:	\$2,310.75 - \$4,274.83 Monthly \$27,729.00 - \$51,298.00 Annually
DEPARTMENT:	HD31-Monongalia County Health Department
OPENING DATE:	03/30/22
CLOSING DATE:	04/09/22 11:59 PM
NATURE OF WORK:	

As a clinical dental hygienist, under general supervision, performs work at the full-performance level by promoting and providing dental hygiene and prophylaxis with the daily operation of Monongalia County Health Department (MCHD) Dentistry, in accordance with WV Code 30-4, The WV Dental Practice Act. Has some latitude to vary methods and procedures used to promote and educate the public about oral hygiene. Performs administrative duties related to development and presentation of dental education programs in the agency and community, in-service programs, and consultation with staff when needed.

Position also serves as MCHD's Mobile Dental Coordinator and will be responsible for coordinating the day-to-day activities of MCHD Dentistry mobile dental equipment.

As needed, will be responsible for providing dental service at MCHD and in a mobile setting in accordance with appropriate permits defined in "Title 5 Legislative Rule, West Virginia Board of Dentistry, Series 13, Expanded Duties of Dental Hygienists and Dental Assistants".

Essential Duties and Responsibilities

- Provide dental hygiene services for all patients which may include but are not limited to:
- Prepare and maintain dental instruments, materials, and equipment for each appointment.
- Help patients feel comfortable before, during, and after dental treatment.
- Provide service in a manner that is appropriate for the patient's age; demonstrate knowledge and skills necessary to meet the patient's physical, psychosocial, educational and safety needs.
- Patient education using age appropriate information and materials
- Oral prophylaxis including removal of all plaque and calculus.
- Non-surgical periodontal therapies
- Exposing and process radiographs correctly
- Dental chartings using Dentrix Ascend and following charting protocols.
- Applying fluoride varnish and silver diamine fluoride.
- Applying preventive sealants.
- Nutritional counseling using age appropriate information and materials.
- Perform other related duties of assisting dental personnel.
- Participate in community activities, such as health fairs, as needed.
- Present dental health education programs as needed.
- Consult with staff in other areas of the agency as needed.

As Mobile Dental Coordinator:

- Serve as the primary contact person for MCHD when coordinating mobile dental visits. Must represent MCHD in a professional and personal manner with all persons contacted.
- Coordinates schedule for mobile dental equipment. Responsible for finalizing details of dental visits with schools/organizations.
- Serves as the primary contact during mobile dental visits. Responsible for giving school/organization personnel reports of mobile dental visits at the end of visit.
- Will coordinate with MCHD Dentistry Director on schedule, staffing and travel requirements for all mobile dental visits.
- Will coordinate with MCHD Business Office for staff transportation needs for mobile dental visits.
- May, at times, be responsible for driving Smile Express.
- Ensures that all required forms are printed, disseminated, collected and verified prior to mobile dental visit.
- Responsible for ensuring proper reporting of all required school-based dental data to the WV Oral Health Program.
- Work with MCHD Dentistry Director to develop and maintain budget for all MCHD mobile dental efforts.
- Responsible for grant management related to all MCHD mobile dental efforts. This includes discovery, application and all required reporting for any grant related to MCHD mobile dental efforts.
- Responsible for maintaining required permits for all MCHD mobile dental equipment.
- Must communicate, in writing, with MCHD Dentistry Director on any maintenance needs for all mobile dental equipment.

Additional Responsibilities

- Social Media and Website maintenance for MCHD Dentistry and all mobile dental efforts.
- **Working Conditions:** 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 regularly required to use hands to finger, handle, or feel; reach with arms and hands; and talk or hear. The employee frequently is required to stand and sit. The employee frequently is required to change position or move from place to place. Must be able to work in a small space. Specific vision abilities required by this job include close vision.
 - The mobile nature of the job must allow for tolerance to changes in inside temperature and outside weather, while still maintaining job requirements.
 - 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.
 - The noise level in the work environment is usually moderate but can occasionally be very loud.
 - There is potential for exposure to blood-borne pathogens, caustic or toxic chemicals, and radiation from x-ray machines. There is a considerable amount of moisture in the environment.
 - **Physical Requirements:**
 - Must be able to transport and set up mobile dental equipment.
 - Manual dexterity.
 - Depth perception, normal visual acuity and hand-eye coordination.
 - Standing, walking, reaching and stretching to operate department equipment.
 - Pulling, pushing and manipulating with the entire body.
 - Ability to work under stressful conditions and in a confined area with accuracy.
 - Normal range of hearing and eyesight to record data electronically and to communicate with external partners and colleagues.
 - Must be able to lift/move 50 pounds with some regularity.
 - Must be able to walk up and down stairs unaided.
 - **Knowledge, Skills and Abilities**

- Ability to communicate effectively, both verbally and in writing.
- Self-motivated, with ability to work independently and in a collaborative, cross-functional team environment.
- 2+ years related experience, strong public speaking/presentations skills, ability to work in a fast-paced, team-oriented environment.
- Must have proficiency with Dentrix Ascend, Google Workspace and other computer applications including mobile platforms and tablets.
- Knowledge of the operation of office equipment, i.e., copier, fax machine, personal computer.
- Ability to work independently, while keeping supervisor informed.
- Patient-centric and team-oriented mindset.

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: Graduation from an accredited four-year college or university with a baccalaureate degree in Dental Hygiene.

Substitution: Experience as a dental hygienist may substitute for the required training on a year-for-year basis up to a maximum of two years.

Special Requirement: Licensed to practice dental hygiene from the West Virginia Board of Dental Examiners.

NOTE: Professional class for salary purposes.

OTHER INFORMATION:

PG: 12 \$27,729 - \$51,298
Market Rate: \$45,198

Monongalia County Health Department hires full time employees from the WV Division of Personnel State Registry. If you are a former or current WV State Employee; forward your completed DOP application to:

Nancy L. Lilly
Monongalia County Health Department
453 Van Voorhis Rd.
Morgantown, WV 26505
Email: nancy.l.lilly@wv.gov
Fax: 304-598-5199
Phone: 304-598-5197

If you are not a former or current WV State Employee; please complete your application online and submit for evaluation by the WV Division of Personnel and placement on a WV State Registry.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.personnel.wv.gov>

Position #MONO0015
DENTAL HYGIENIST
NL

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, WV 25305

(304) 558-3950

DOP.applicantservices@wv.gov
