



July 2, 2018

JOB TITLE: Part Time Float Collaborative Registered Dental Hygienist
IMMEDIATE SUPERVISOR: Executive Director of Let's Smile, Inc.

Job Posting:

Let's Smile, Inc., a non-profit organization that provides community oral health care, preventive education, professional training, and advocates for dental access to all is seeking a part time Registered Dental Hygienist willing to float at multiple locations in the Southern MN area in school based outreach settings. We are looking for someone that would be available for a flexible schedule and willingness to work under a collaborative agreement with a dentist.

By working together, we will improve health and well-being, create exceptional experiences for those we serve, and make dental care more accessible to low-income children and adolescents.

About Let's Smile, Inc.

Let's Smile, Inc. is a non-profit organization based in Owatonna, MN since 2013.

Let's Smile, Inc.'s mission is to provide, promote, educate, and empower families about eliminating oral diseases in children up, to the age of 19, through the power of preventive dental care.

Let's Smile, Inc. outreaches to daycares, preschools, schools, and community organizations.

Let's Smile, Inc.'s purpose is to change lives by improving access to oral health care, increase oral health literacy, and raise awareness about the importance of oral health's impact on overall health, especially to those most vulnerable.

Duties / Responsibilities:

****Additional or different duties may be assigned from time to time or on a regular basis**

- Provide clinical preventive dental services to primarily low-income, uninsured, and underserved populations. Patients age range birth to 19 years old, in school based settings.
- Provide age appropriate oral health education classroom presentations.
- Able to perform all duties in accordance with the rules and regulations of the Minnesota Board of Dentistry.
- Perform accurate oral health assessments using the model of Basic Screening Survey (BSS) to assess for untreated decay, assess for oral cancer, report any signs of abuse or neglect, and inspect for the proper development of children & adolescent's teeth.
- Document dental history or chief complaint, dental charting, pertinent observations, and patient reactions. Follow up on results.
- Perform all hygiene clinical procedures to include dental prophylaxis, debridement, application of sealants, and fluoride treatments.
- Educate and counsel children and adults on dental health, plaque control, oral hygiene and nutrition.
- Dietary Analysis.
- Maintain dental hygiene supplies and ensure instrument sterilization and effective equipment operation.
- Make referrals to dentists and assist patients with any follow up treatment scheduling.
- Maintain patient confidence and protect operations by keeping information confidential.

- Maintain safe and clean working environment by complying with procedures, rules, and regulations.
- Protect patients by adhering to infection-control policies and protocols.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Responsible for knowledge and performance of clinical emergency procedures.
- Responsible for awareness of the daily activity in the school setting and/or to provider staff being supported.
- Responsible for schedule management and patient follow-up.
- Desire and ability to work well with the public
- Organized, motivated, committed and self-directed
- Dependable job attendance and can be relied on to follow through with assigned tasks.
- Work in collaborated agreement contract with a dentist

REQUIRED QUALIFICATIONS: EDUCATION AND LICENSURE

- Requires graduation from a CODA accredited dental hygiene program and possess a minimum of an Associate's degree
- Requires state licensure as a dental hygienist in the state of Minnesota and meet other applicable state requirements in relation to procedures performed
- License must be valid and unrestricted.
- Must be able to perform all duties within the scope of practice established by regulations and rules of the State of Minnesota and the Minnesota Board of Dentistry.
- Participants with an Associate's degree are required to have one year of general practice experience.
- Compliance with state dental practice requirements with OSHA and HIPPA.
- Commitment to continuing education for career development and licensing requirements.
- Must possess exceptional verbal and written communication skills
- Computer skills applicable with using dental software; for patient recordkeeping and charting.

TRAINING AND EXPERIENCE

- Willing to enter into a Collaborative Agreement in accordance with the rules and regulations of the Minnesota Board of Dentistry. The limited authorization provision in the Minnesota Dental Practice Act is an attempt to extend dental hygiene services to locations and populations that otherwise may be underserved.

Limited Authorization for Dental Hygienists

Minnesota Statute 150A.10, subd. 1a

- May be employed or retained by a health care facility, program, or non-profit organization.
- Must have been engaged in the active practice of clinical dental hygiene for not less than 2400 hours in the past 18 months or a career total of 3000 hours, including a minimum of 200 hours of clinical practice in two of the past three years.

Collaborative Agreement is a formal written document that outlines the professional practice relationship between a licensed dental hygienist and a dentist. • The services authorized in a collaborative agreement may be performed without the presence of a licensed dentist.

- Community/Public Health Education helpful
- Proficiency in a second language preferred
- Experience in working with culturally diverse, limited-English or non-English speaking patients preferred
- Ability to quickly adapt within a constantly changing work environment
- Knowledge of updated OSHA regulations and overview knowledge of federal and state labor laws regulations
- Excellent written and verbal communication skills

- Skilled at multi-tasking in a fast-paced environment
- Self-motivated, self-starter with ability to work independently
- Excellent rapport and working relationships with staff and collaborating agencies.
- Strong organizational skills
- Commitment to continuing education for hygiene and dentistry

Community

Let's Smile, Inc. values being involved in the community through volunteer events, such as the Annual Project Community Connect Event, the Annual Owatonna Community Education's Family Festival, and other local community events.

Compensation

As a member of our team, you will receive a competitive salary and the solid support of an organization with a reputation for leadership and vision. A life of service is the highest calling, and we live it every day. Join us as a dental hygienist and help us improve the quality of life for children and adolescents.

Work Schedule

This is a part time float opportunity during the fall and spring for school based programs M-F during school hours. Hours vary per week depending on school outreach schedules. Let's Smile, Inc. is willing to work around applicant's schedule.

Hours will vary depending on needs and location

LOCATION: Travels with mobile dental equipment/supplies in SE Minnesota Counties: These are the current sites that receive clinical preventive dental care services from Let's Smile, Inc.:

- Steele County Clothes Line located in Owatonna
- Blooming Prairie Elementary & Secondary schools
- NRHEG (New Richland, Hartland, Ellendale, Geneva) Elementary & Secondary schools
- Medford school system
- Waseca ALC (Alternative Learning Center) school
- Winona ALC (Alternative Learning Center) school
- Semcac (South East Minnesota Citizens Action Council) Head Starts:
 - Owatonna--children go to our Clothes Line location for appointments
 - Winona
 - St. Charles
 - Preston
 - LaCrescent
 - LeRoy
- ECFE (Early Childhood Family Education) Programs:
 - Fairmont
 - Winona

To apply or ask questions: email Holly Jorgensen at letssmile@outlook.com

Closing date: August 17, 2018

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

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