

DENTAL HYGIENIST SUPERVISOR

NATURE OF WORK

This is responsible professional dental work providing dental hygiene services and procedures per scope of practice. The work includes advanced administrative work in the development and implementation of public health dental programs; and supervising and evaluating the daily operations of the clinic and the delivery of services by subordinate staff in cooperation with the dentists per scope of practice.

Work involves responsibility for the performance of professional dental work in the delivery of dental hygiene and dental assisting services per scope of practice. Work also involves supervisory responsibility for the development, implementation and evaluation of advanced public health dentistry programs and services. Work includes orienting staff to policies and procedures; directing the work performance, supervising and monitoring staff in the delivery of services according to policies, procedures and scope of practice; monitoring and evaluating the delivery of dental services according to performance indicators and targeted outcomes; and preparing reports periodically reflecting services and measurable outcomes. Supervision is received from the Division Manager with work being reviewed through established quality control measures. Supervision is exercised over subordinate dental hygienists, dental assistants and front office staff's patient scheduling and billing functions in cooperation with the supervision by dentists exercised over professional staff per scope of practice.

EXAMPLES OF WORK PERFORMED

Orients dental staff by discussing policies and procedures, case load, and completion of forms, reports and client records.

Directs the work performance, supervises, monitors and evaluates the dental care services provided by subordinate dental hygienists and dental assistants in cooperation with the supervision of dentists exercised over professional staff per scope of practice; prepares periodic reports reflecting dental care services provided.

Leads a professional team in dental health assessments, referrals, care coordination and follow-up of individuals and high-risk populations that are at-risk for adverse health outcomes in cooperation with dentists and as a member of a professional dental team.

May act in the absence of the Division Manager.

Leads a team in the professional review, submission, and payment of dental claims; monitors daily clinical expenditures and approves for payment in cooperation and communication with the Division Manager; researches and writes grants and reports for program funding.

Develops and maintains cooperation between public, civic, professional and voluntary agencies engaged in health-related activities; promotes and publicizes the Division's activities and programs.

Demonstrates new dental preventive methods and procedures to other dental hygienists, dental assistants, professional students on rotation, other Health Department personnel, and to the general public.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the applications, practices and techniques of dental hygiene and the profession of dentistry.

Considerable knowledge of modern education practices, techniques and philosophies as they relate to dental health programs.

Considerable knowledge of dental health and health care systems.

Considerable knowledge of the methods, practices and techniques used in ascertaining dental health problems, educational needs and services.

Knowledge of health equity and susceptible population issues.

Ability to communicate effectively both orally and in writing.

Ability to plan, formulate and execute public dental health programs.

Ability to relate to people of all ages in such a manner as to obtain their confidence and establish rapport.

Ability to establish and maintain effective working relationships with co-workers, subordinates, public officials and the general public.

Ability to present complex information and terminology in understandable, non-technical language.

MINIMUM QUALIFICATIONS

Graduation from an accredited dental hygiene program and licensed by the State of Nebraska; plus graduation from an accredited four year college or university with major course work in dental hygiene, health education, public health or related field with two years of experience in the planning, delivery and evaluation of community wide dental health education or public health programs plus two years of experience in a leadership role; or any equivalent combination of training and experience that would provide the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid license to practice as a registered dental hygienist in the State of Nebraska.

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

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