

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(PUBLIC HEALTH SERVICES – HEALTHY FAMILIES DIVISION – COMMUNITY DENTAL SERVICES – LOCATION – ROBERT THOMSON BUILDING, 110 KING ST. W.)

DENTAL HYGIENIST – COMMUNITY - CUPE 5167

SUMMARY OF DUTIES

Under the direction of the Supervisor, Dental Services, the Registered Dental Hygienist is responsible to advocate, promote and provide dental public health programs outlined in the Ministry of Health and Long Term Care (MOHLTC), Ontario Public Health Standards (OPHS), the Health Protection and Promotion Act and City of Hamilton policies, procedures and work Instructions. All services are to be delivered in a professional, respectful and non-discriminatory manner.

GENERAL DUTIES

Co-ordinate and implement OPHS Oral Health Protocol, Healthy Smiles Ontario (HSO) dental screening, intra-oral examinations and preventive services in Public Health dental clinics and community settings.

Evaluate and recognize oral health conditions requiring treatment. Assess eligibility for HSO and Public Health Services dental programs.

Provide clinical preventive services (prophylaxis, topical fluoride, pit & fissure sealant, scaling, oral hygiene instruction, diet counseling, smoking cessation and other services as appropriate) in a community setting. Ensure appropriate documentation to meet all legal, professional and organizational requirements.

Maintain accurate and confidential records in all cases according to PHIPA requirements in the delivery of public health dental programs.

Collect, record and maintain data and reports for mandated programs and clinical services.

Maintain clinical records as required by Supervisor Dental Services, in accordance with pertinent legislation and registering college (CDHO).

Follow up on clinical findings for clients under age 18 in urgent need of care with parents and/or guardians. May require interaction with internal and external partners until treatment is completed.

Refer cases of suspected dental neglect to the Manager, Dental Services and the appropriate organization, such as Children's Aid Society (CAS or CCAS). Under the Child and Family Services Act professionals are required to report cases of suspected neglect and abuse to the appropriate Children's Aid Society or other organization.

Comply with current infection control guidelines, in accordance with the College of Dental Hygienists of Ontario (CDHO), and the Royal College of Dental Surgeons of Ontario (RCDSO). Ensure proper preparation and sterilization of instruments and maintenance of dental equipment as required.

Assist in Quality Assurance component of public health dental programs.

Provide optimal customer services and act as a resource person. Book client appointments when needed.

Act as a dental health resource person to parents, schools, powers of attorney, dental offices, health professionals and the community.

Assists with maintaining inventory and ordering supplies, as needed

Function as a resource person to Public Health and the community at large by presenting lectures, demonstrations and in-services to improve dental health awareness and promotion of principles of preventive dentistry.

Coordinate, assemble and present various reports (both written and verbal) as required, and within deadlines defined by the Supervisor, Dental Services.

Engage in research and projects as requested by Supervisor, Dental Services. Including proposal development, planning, data collection, analysis, and evaluation.

Assist management in planning, implementing and evaluating in-service programs to ensure staff remains current in their professional procedures/methods.

Attend staff meetings and sit on various committees (departmental and external) as deemed appropriate by the Supervisor, Dental Services.

Use allocated time, physical facilities, supplies, equipment and other resources responsibly, appropriately and effectively.

Share responsibility for occupational health and safety in the workplace. Perform job functions in accordance with relevant legislation as well as established policies and procedures. Recommend safety procedures related to the job/occupation including, but not limited to, infection control guidelines, policies and procedures. Provide advice and/or training to employees and the public, as required, in the area of infection control and the use of personal protective equipment.

Perform other duties as assigned by the Supervisor, Dental Services in accordance with job responsibilities or department objectives.

Work in accordance with the provisions of applicable Health and Safety legislation, and all City of Hamilton corporate and departmental policies and procedures related to occupational Health and Safety.

QUALIFICATIONS

1. Demonstrated knowledge of the theories and principles of dental hygiene normally acquired by the completion of a University and/or Community College diploma in Dental Hygiene or equivalent combination or related experience and education.
2. Current registration with the College of Dental Hygienists of Ontario (CDHO).
3. Self-Initiation of dental hygiene designation in accordance with the Dental Hygiene Act.
4. Varied experience in different dental settings with different age groups particularly children, youth and seniors.
5. Current CPR Basic Life Support certification.
6. Experience in a computerized environment. Working knowledge of Microsoft Office XP (Word, Excel, Microsoft Office, and PowerPoint).
7. Working knowledge of Provincial Regulations and guidelines, OPHS as it pertains to the provision of dental hygiene services.
8. Demonstrated ability to independently assess the nature and extent of dental and associated conditions and pathology in dental clients.

9. Demonstrated ability to work as a team member within clinical and community environments and independently in a community setting.
10. Working knowledge of patient screening, charting, and medical history procedures and documentation.
11. Demonstrated ability to communicate technical information to non-technical personnel.
12. Demonstrated ability to perform a full range of established dental hygienist protocol and procedures.
13. Demonstrated ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines.
14. Demonstrated ability to independently perform emergency medical procedures as outlined by CDHO.
15. Demonstrated ability to operate, maintain, and troubleshoot issues for a wide range of dental equipment.
16. Working knowledge of community resources.
17. Must possess excellent interpersonal skills and demonstrated ability to relate to peers, superiors and clients with tact and professionalism.
18. Demonstrated ability to communicate verbally with clients and demonstrated ability to prepare written reports and educational programs.
19. Demonstrated ability to conduct research, organize and present educational material to meet the needs of the group for educational programs.
20. Provision of a vehicle for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE
