



Title: Dental Clinic Hygienist  
Department: Gateway Grace Dental Clinic  
Location: Dental Clinic  
Reports to: Executive Director

**JOB SUMMARY:**

The dental hygienist joins a supportive team who desires to serve the community. Must be able to connect emphatically with patients, volunteers and donors and seek to transform their experience. Must fully understand the larger principles behind PACS's rules and be able to expand them using wise judgment to fit each unique situation. Fosters goodwill in our community, showing honor and dignity to those served. Must have an even temperament, show good outward facing judgment and be able to motivate oneself to learn and grow. Under the general supervision of the Dental Clinic Director, provides quality dental care and associated services to patients using established dental hygiene procedures. The position will carry a broad autonomy in collaboration with volunteer dentists. The position will also assist other staff in a variety of patient care, office, and laboratory duties. Strong skills and responsibilities for clinic oral health education activities will be required.

**HOURLY RATE AND STATUS:** \$45/Hour (9 hours per week)  
(Non-exempt Classification)

**ADMINISTRATIVELY REPORTS TO:** Executive Director

**DUTIES AND RESPONSIBILITIES:**

- Supports the mission of PACS
- Assists in the oral health management of all hygiene clinic patients
- Obtains baseline oral hygiene assessment data based upon accepted principles of oral hygiene and periodontal care
- Records patient-hygienist transactions as they occur in the patient's dental record so that the dental record accurately and completely reflects the nature of the contact, the condition of the patient and the care or treatment provided
- Provides oral health education and appropriate individual instructions for all dental patients
- Provides clinical oral hygiene services including dental prophylaxis, scaling, sealant application and fluoride application consistent with accepted professional practices and standards and in compliance with applicable state law and the center's clinical protocols
- Assists in the provision of oral health education as requested

- Performs independent procedures as delegated and directed by a dentist in accordance with state regulations and law as well as Dental Department protocol and directive.
- Assists in the maintenance of all dental department areas in compliance with dental department directive and policies as well as center policies and procedures relative to infection control, proper disposal of all contaminated or potentially contaminated materials, exposure control and safety issues.
- Other related duties as assigned

**QUALIFICATIONS:**

- High school diploma or equivalent
- Current Registered Dental Hygienist with state licensure.
- Current CPR and radiation safety certification

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Principles and practice of modern oral hygiene and periodontal patient care is necessary
- Federal, state, local regulations related to dental practices
- Current dental hygiene practices
- Impact ethnicity, race, national origin, and gender have on communication and interaction
- Public health, social and economic factors which impact on the overall health, and more specifically the oral health of their patients
- Bilingual skills in both English and Spanish helpful

Skills in:

- Expertise in dental hygiene practices and procedures, direct patient services, and the proper knowledge and use of dental devices and equipment
- Strong skills in oral health patient education, motivation techniques and ability to build patient trust and confidence
- Computer skills for scheduling, dental records, and digital x-rays
- Ability to work effectively in a multicultural environment
- Interpersonal communication skills, and coordinating the work of others in a team environment
- Planning and coordination skills, basic supervision skills, and the ability to meet deadlines
- Preference for those with Open Dental software

Able to:

- Operate dental equipment and a variety of office equipment
- Engage effectively with an ethnically and culturally diverse population
- Effectively communicate in oral and written form

- Work independently and in a team environment
- Maintain compliance with regulations and reporting requirements

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:**

- Prolonged sitting or standing may be required
- Occasional bending and lifting up to 30 pounds
- Frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered

HOW TO APPLY To be considered for this position, submit a cover letter describing your interest in this position and a complete resume to [laura.pascoe@pacsonline.org](mailto:laura.pascoe@pacsonline.org)

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