



**Code: 3210**  
Family: Health and Human Services  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Professional Dental

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## **CLASS TITLE: DENTAL HYGIENIST**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class is essentially responsible for functioning as the City's lead quality control and case management coordinator for the School-Based Oral Health Program; and performs related duties as required.

### **ESSENTIAL DUTIES**

- Facilitates quality assurance activities to improve the program, provider practice, and oral health services by ensuring compliance with the Illinois Dental Practice Act, Center for Disease Control standards, the Illinois Department of Public Health, and the American Dental Association recommendations
- Performs oral health assessments and ensures oral health providers are properly placing dental sealants on program incumbents by inspecting patients or students
- Identifies and contacts patients or students who are examined by the program and need restorative dental care while making follow-up appointments
- Establishes and maintains effective working relationships with outside agencies, schools, parents, dentists, and other City departments
- Assists in the development and reporting mechanisms of oral health data, implements program activities and administrative functions using different software platforms (Excel, web-based)
- Prepares patients for examinations, treatments, or dental surgery
- Removes calcareous deposits, accretions and stains from patients' teeth
- Instructs patients in correct oral hygiene, prepares fillings, and X-rays patients' teeth
- Cleans and sterilizes dental instruments and dental equipment
- Organizes and presents to Elementary and Secondary Education Act (ESEA) teachers, parents and children a comprehensive oral hygiene program through consultations, lectures, demonstrations, illustrations, films and literature
- Screens children in specific grades for dental defects
- Assists with data collection, data analysis, program files, case management and maintenance of records
- Administers prophylaxis and fluoride application
- Instructs children in correct methods of brushing teeth and on nutrition and other health measures necessary to ensure proper dental development

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university by the ADA with a Bachelor's Degree in Dental Hygiene, plus one year of professional hygienist experience; or, graduation from an accredited college or university by the ADA with an Associate's Degree in Dental Hygiene, plus three years of professional hygienist experience

**Licensure, Certification, or Other Qualifications**

- Must be a Dental Hygienist registered by the Illinois Department of Financial & Professional Regulation (IDFPR) at the time of hiring

**WORKING CONDITIONS**

- General office
- Health center environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Standard dental equipment, dentistry tools, and anesthetic devices
- Safety equipment
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS**

- Some moving or lifting medical equipment and supplies

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Considerable knowledge of:

- \*components of the dental hygiene process of care, including patient assessment, and dental hygiene assessment
- \*the types and uses of dental instruments and of the preparation and use of dental materials as well as the theories, techniques, and procedures of general dentistry
- \*applicable federal, state, local laws, regulations, and guidelines, including Illinois' Dental Practice Act and related rules
- \*planning, implementation, evaluation, and documentation of care
- \*project management and performance and quality improvement

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- \*MONITORING – Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

- \*EQUIPMENT SELECTION – Determine the kind of tools and equipment needed to do a job

**Abilities**

- SPEAK - Communicate information and ideas in speaking so others will understand
  - COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
  - WRITE - Communicate information and ideas in writing so others will understand
  - RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
  - REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
  - MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
  - TIME SHARE – Shift back and forth between two or more activities or sources of information
  - ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resource  
January, 2018