

Position Number: **Benchmark Job #037**

Ministry: Health

Branch: Community Health

Location: Nanaimo

Working Title: **Dental Hygienist**

Level: Range 24

NOC Code: 3222

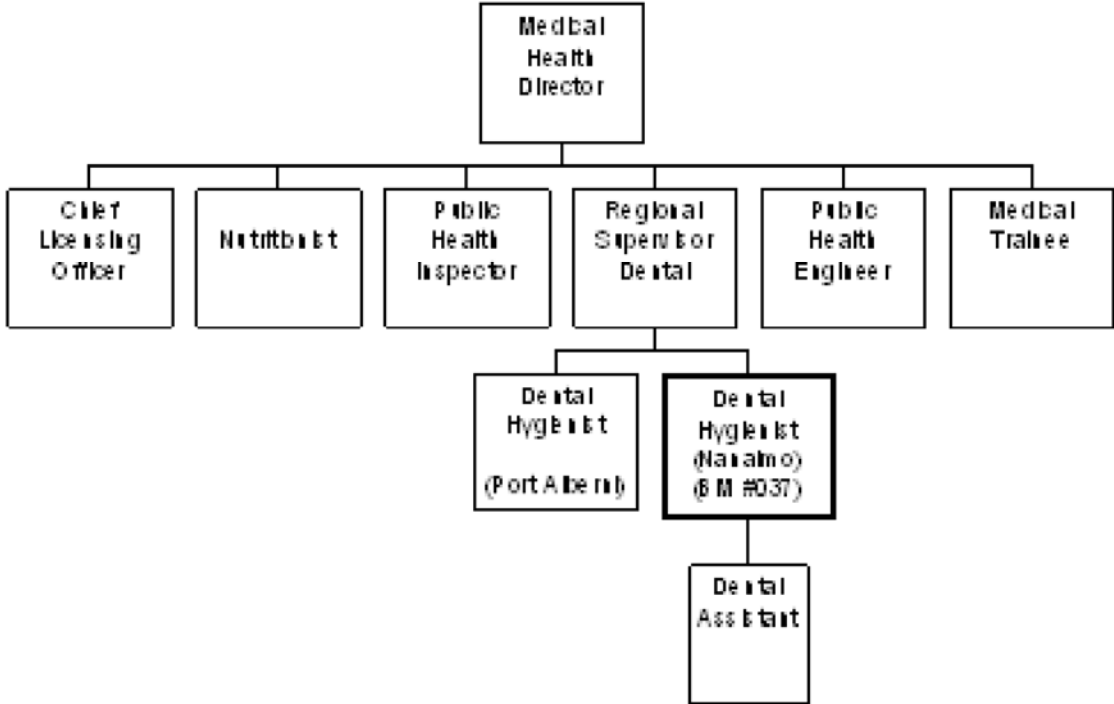
PRIMARY FUNCTION

To develop and deliver dental health prevention and promotion services for communities in an assigned geographic area.

JOB DUTIES AND TASKS

1. Develops and delivers dental health programs in the local community
 - a. develops, in conjunction with the health unit team and community, a dental health program based on identified dental needs, consistent with program policy and guidelines
 - b. identifies target groups and develops community strategies that will meet dental health needs
 - c. compiles and analyzes dental data for the purpose of dental planning, monitoring and evaluation
 - d. prepares quarterly, annual and other reports on the dental health programs
 - e. assists with the preparation of the dental program budget within the health unit and monitors expenditures, including travel vouchers, up to \$10,000
2. Provides direct service delivery
 - a. performs dental health surveys, screenings, referrals and follow-up for individuals in dental programs
 - b. teaches dental health lessons and demonstrations in community settings
 - c. functions as a resource person to members of the community and health unit staff
 - d. provides clients with preventative materials and clinical or counselling services
 - e. identifies research projects and surveys to participate in
 - f. determines eligibility for Urgent Care Treatment Program
3. Supervises a dental assistant (1 FTE)
 - a. recruits, schedules and conducts performance appraisal including taking disciplinary action
 - b. assists in providing training and orientation to new employees
 - c. oversees work performed, delegates duties as required and monitors adherence to program standards
4. Supports interdisciplinary health unit programs
 - a. chairs and/or participates in meetings and committees such as Choosing Wellness and Adult Health
 - b. participates in the development of interdisciplinary workshops
 - c. coordinates inter-agency programs in the community
5. Performs other related duties
 - a. maintains petty cash fund

- b. orders materials and signs for goods received
- c. maintains and updates client records and files
- d. authorizes the use of funds to pay for dental work for eligible clients
- e. drives a light vehicle to various locations to provide essential dental services



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand the principles of dental hygiene and analyze community requirements to develop and deliver local community dental health prevention and promotion programs.</p>	G	250
2	<p>MENTAL DEMANDS</p> <p>Judgement to modify dental health strategies in working with community needs to develop and deliver a local community dental program and improve dental health of the community.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Persuasion required to use basic counselling skills to discuss and explain performance problems with employees supervised and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity required to use dental tools to conduct oral screenings.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by program guidelines and dental health standards, plan, organize, implement and evaluate a local community dental health service, to accomplish yearly dental health program goals and develop community education and screening strategies.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Moderate financial responsibility to administer the Dental Health Protection part of the Health Unit budget by planning the budget and authorizing expenditures to pay for dental work for eligible clients.</p>	D	22.5

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7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to use a light vehicle to drive to various locations to provide essential dental services.	C	15
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise dental assistant, appraise employee performance and take disciplinary action (1 FTE).	D	19
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct community dental education and health programs.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually and by touch screen clients for dental problems.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently stand to give lectures and conduct dental examinations.	C	12
12	SURROUNDINGS Exposure to body fluids frequently while performing dental examinations.	C	6
13	HAZARDS Significant exposure to hazards from frequent contact with body fluids while performing dental examinations on patients.	D	9

Total Points: 805.5

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