

HUI NO KE OLAPONO

JOB DESCRIPTION

Job Title	Dental Hygienist
Department	Oral Health
Reports To	
Classification	Exempt (Salary)
Date Reviewed	5/22/2026

POSITION DESCRIPTION

The Dental Hygienist collaborates with our dentists to provide diagnostic, preventive and early intervention treatment in our office and community, and then supports referral and follow-up activities. Working together with the dentist, the Dental Hygienist performs assessments with the use of digital radiographs, intraoral and extraoral photos, and scanners. The RDH performs cleanings and oral health education. This work will also be in geographically distributed, telehealth-connected teams where the dentist is in a dental office or clinic and allied dental personnel are in community locations.

DUTIES AND RESPONSIBILITIES

1. Provides client oral health and oral hygiene education, in conjunction with other oral health staff to clients and community groups.
2. Complies with Health Insurance Portability and Accountability Act (HIPAA) regulations, all patient health information will be strictly accessed and be handled in a confidential manner at all times. Access to Patient Health Information shall be limited to only those persons needing such information in order to perform the specific duties of their job (such as direct patient care, patient billing or quality assurance review).
3. Provides all oral health hygiene services, including photographs and radiographs, dental and periodontal charting, oral cancer screenings, prophylaxis, scaling and root planing, fluoride application, sealants, and silver diamine fluoride, under the direction of the dentist and appropriately documents care in the oral health electronic health record.
4. Maintains scope of practice as mandated by the Hawaii State Board of Dental Examiners.
5. Works with Oral Health Assistant to maintain and clean oral health equipment for use in the oral health operatories and at remote sites.
6. Complies with all state and federal regulations pertaining to oral health services.
7. Collaborates with a dentist who will determine a plan for dental care for each patient in the program.

8. Carries out those aspects of the plan that can be performed in the community setting including:
 - a. Health promotion and prevention education for patients, children, parents, teacher and caregivers.
 - b. Dental disease risk assessments
 - c. Preventive procedures such as application of fluoride varnish and other “medical model” prevention activities, dental prophylaxis, and periodontal scaling.
 - d. Tracking the individual’s need for and compliance with recommendations for additional and follow-up dental services.
9. Oversees the Dental Assistant in maintaining portable equipment and complying with OSHA and infection control standards.
10. Integrates support and education strategies to improve the oral health of patients and knowledge of prevention practices of patients, families and caregivers.
11. Attends and participates in staff meetings and other staff events.
12. Participates in quality improvement activities.
13. Provide leadership as a dental professional in a community setting.
14. Supports Hui No Ke Ola Pono initiatives and projects.
15. Perform all other duties as assigned.

QUALIFICATIONS

1. Resident of Maui.
2. Must hold a current Registered Dental Hygienist (RDH) license and infiltration block certification.
3. Minimum 1 year active practice as a licensed dental hygienist preferred.
4. CPR, AED, first aid certification and TB clearance prior to employment.
5. Experience using electronic health records.
6. Proficient in the use of technology like email, Google Docs, and webinars.
7. Effective communication and problem-solving skills.
8. 5+ years’ experience working with vulnerable populations in community-based primary care settings preferred.
9. Ability to work in a fast-paced environment and maintain professional composure and demeanor.
10. Flexibility to adapt to variable schedules, travel routes, and site conditions.

11. Ability to manage multiple priorities and projects simultaneously.
12. Ability to complete work assigned with limited supervision.
13. Clean traffic abstract with current valid Hawaii State driver's license and transportation.

PHYSICAL REQUIREMENTS

1. Position may require standing during the majority of working hours, bending and occasionally lifting and or moving up to 60 pounds.
2. Must be able to provide full-scope dental hygiene services with patients seated in a reclining wheelchair.
3. Must be able to work in non-traditional, ergonomically challenging environments, including community locations, long-term care facilities, and home-based settings.
4. Must be able to transport and set up portable dental equipment
5. Comfortable working without dental assistants in certain settings.
6. Occupational exposure to blood borne pathogens is anticipated. Personal protective equipment will be provided to reduce or eliminate exposure to routine or limited infectious agents. Hepatitis B Vaccine series completion is required.
7. Frequent use of hands and fingers to operate a keyboard, mouse and telephone.
8. Specific vision abilities required by this job include, vision to drive, vision to walk, close vision, peripheral vision and ability to adjust focus.

The above information of this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential functions of this position.

EMPLOYEE:	DATE:
SUPERVISOR:	DATE:
EXECUTIVE DIRECTOR:	DATE: