

C - XI  
AUXILIARY DENTAL  
OCCUPATIONAL GROUP [112]

CODE NO. 50102

### DENTAL HYGIENIST

#### Duties and Responsibilities

This class of positions encompasses responsible professional work in the field of preventive dental care. There are two Assignment Levels within this class of positions. All personnel perform related work.

#### Assignment Level I

Under supervision, performs preventive dental care work of ordinary difficulty and responsibility as follows:

#### Examples of Typical Tasks

Examines, charts, and cleans teeth, removing soft and hard deposits.

Performs preventive treatments, such as, topical fluorides and pit and fissure sealants, when necessary.

Provides individual instruction and gives group lectures on oral hygiene in the community and in classrooms.

Maintains dental records.

Takes and develops dental x-rays.

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DENTAL HYGIENIST (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

May sterilize and maintain instruments and equipment and requisition preventive dental care supplies and equipment, used in the performance of duties.

May perform dental assisting duties when necessary.

Assignment Level II

Under general supervision, in addition to performing the work described under Assignment Level I above, performs tasks such as the following:

Examples of Typical Tasks

Conducts surveys to determine trends in dental disease in the City's population; examines causative factors and use of preventive services; studies environmental factors, such as lack of insurance coverage and availability of care; records data into an electronic database; organizes and oversees survey program activities on site, including public and private schools.

Examines cavities, sealants and oral pathology for research purposes to determine the prevalence of various oral conditions and extent of unmet needs, and to assist the agency in monitoring progress toward health objectives; charts/records findings into an electronic database for summarization.

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DENTAL HYGIENIST (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Contacts public school administrators, recreation centers, community groups and daycare centers to identify and secure sites for the agency's community-based portable dental treatment clinics; analyzes sites for suitability; prepares written evaluations with recommendations; provides administrative support, such as securing consent forms from parents/guardians.

Examines and prioritizes patients requiring preventive and remedial dental care at treatment sites; follows up with patients and providers to ensure treatment is provided.

Investigates and selects sites for mobile van services which provide outreach/case finding, education and referral services to targeted high risk groups; organizes and provides administrative support to these sites; works in partnership with other government agencies or private organizations to provide such services.

Works with dentists and administrators in hospitals/clinics to provide administrative support to functions related to the screening of patients for oral cancer; counsels and educates patients; provides on-going administrative support to the program; collects and records oral cancer data.

Reaches out to school administrators and community groups to coordinate and manage oral injury prevention programs, such as providing mouth guards to school athletes.

Trains and guides Assignment Level I Dental Hygienists.

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DENTAL HYGIENIST (continued)

Qualification Requirements

License Requirement

Candidates must possess a valid license to practice as a Registered Dental Hygienist, issued by the New York State Department of Education. This license must be maintained for the duration of employment.

For Assignment Level II

In addition to meeting the License Requirement for Assignment Level I, described above must have one year of experience as a Registered Dental Hygienist.

Direct Lines of Promotion

From: Dental Assistant (50101)

To: None

(To be promoted, candidates must meet  
the license requirement described above.)