

**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE: October 5, 2022**

**CLOSING DATE: Until Filled**

**Dental Hygienist**

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**JOB STATUS:**

**Dental Hygienist**  
**Career Field: Medical**  
**Pay Range: \$23.94 - \$31.18 per hr.**  
**Category: A-5**  
**Status/Term: Part-time (20 hrs)**  
**Temporary (through Dec. 2022)**

**LOCATION:**

**Penobscot Nation**  
**Health Department**  
**Classification: Part-time**  
**23 Wabanaki Way**  
**Indian Island, ME 04468**

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:**

Associates Degree in Dental Hygiene from an Accredited School (required)  
Working knowledge of OSHA standards for infection control and safety (required)  
Computer proficiency including Microsoft word and Excel (required)  
2 years clinical experience in a public health setting (preferred)  
Working knowledge of Dentrax and DEXIS electronic dental record and imaging (preferred)  
Indian Preference will be adhered to in accordance with the Penobscot Nation’s Personnel Policies and Procedures.

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**HOW TO APPLY:**

- Apply online at [www.penobscotnation.org/departments/human-resources](http://www.penobscotnation.org/departments/human-resources).
  - Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7312 or email at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

## **JOB DESCRIPTION**

**Position Title:** Dental Hygienist

**Department:** Health Department / Dental Program

**Reports To:** Dental Program Coordinator

**Rate of Pay/Category:** \$23.94 – \$31.18 / A-5

**Status/Term:** Part-time (20 hours) / Non-exempt / Temporary (through Dec. 2022)

### ***JOB SUMMARY:***

Provides preventative care to all eligible patients and assists the dentist in normal and assigned dental tasks.

### ***ESSENTIAL DUTIES/RESPONSIBILITIES:***

- Provide emergency dental services in coordination with the medical providers during the dentist's absence
- Perform oral inspections, recording any oral condition that should be called to the attention of the dentist
- Perform complete prophylaxis including scaling, root planning, and curettage
- Take digital radiographs
- Provide oral hygiene and instruction
- Places and adjusts sealants
- Smooth and polish restorations
- Clean and maintain dental operatories and dental laboratory
- Clean, disinfect, and sterilize instruments
- Be responsible for following patient confidentiality procedures according to PNHD and HIPAA
- Other duties as assigned

***KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:*** (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

Associates Degree in Dental Hygiene from an Accredited School (required)

Working knowledge of OSHA standards for infection control and safety (required)

Computer proficiency including Microsoft word and Excel (required)

2 years clinical experience in a public health setting (preferred)

Working knowledge of Dentrix and DEXIS electronic dental record and imaging (preferred)

***LICENSES/CERTIFICATES/REGISTRATIONS:*** (i.e., driver's license, professional licensing/certification)

Current State of Maine license in Dental Hygiene

***PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:*** (i.e., physical requirements of position, job environment/conditions)

Use their hands to handle, control, or feel objects, tools, or controls. Repeat the same movements. Bend or twist their body. Sit for long periods of time. Stand for long periods of time. Lift up to 25 lbs.

***Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures***

***External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request***