Little Traverse Bay Bands of Odawa Indians

Job Posting - REPOSTED

Job Title:	**Dental Hygienist**
Department:	Health
Reports to:	Chief Dentist
Salary Level:	Negotiable
Status:	Part-Time OR Full-Time; Exempt
Level:	H6
Opens:	**July 02, 2026**
Closes:	**Until Filled**

SUMMARY: Perform and assist with dental procedures, maintain equipment, perform laboratory procedures, X-rays and provide direct patient care, under supervision of a licensed dentist.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service to clients and vendors and fellow employees, and represent LTBB Health Department in a professional, positive manner.
- Recognizes and is sensitive to the cultural dimension inherent in the practice of health education in Native American communities. Must be culturally competent and meet the health literacy and linguistic needs of target populations.
- Develops and implements individualized dental care plans for patients; performs patient education, discharge planning, and patient/family teaching under the supervision of a qualified dentist.
- Assesses dental condition and needs of patient; uses patient screening procedures, to include medical history review, dental charting, and periodontal charting; takes patients vital signs as required.
- Delivers direct patient care to patients as assigned, using established dental hygienist procedures; performs routine treatment procedures such as cleaning, polishing, X-rays, application of sealants and fluorides and related procedures.
- Must support patient access by completing an average of 7 hygiene visits per day.
- Documents all patient encounters in Epic EMR, assign level of service codes for billing, and contributes to a complete dental chart for all LTBB patients.
- Assists with or institutes emergency measures for sudden adverse developments during treatment of patients.
- Assists in preparation of patient care areas
- Prepare reports and assists as required with patient reception, telephone calls, routine triage and other office duties.

- Assist with Health Department outreach and events as needed.
- Performs miscellaneous job-related duties as assigned.

EDUCATION AND EXPERIENCE: Must be registered and licensed dental hygienist in the state of Michigan, and have high school diploma or G.E.D.

KNOWLEDGE, SKILLS AND ABILITIES:
Must be able to establish and maintain effective working relationships with patients, health staff and the public. Must have basic computer skills, including file management and navigation. Must be able to engage in quality improvement activities around medical record documentation and hygiene related Epic workflows. Must be able to maintain quality control standards. Knowledge of federal, state and institutional regulations and guidelines for the provision of dental outpatient services. Must be able to independently assess the nature and extent of dental, periodontic and associated conditions and pathology in dental outpatients. Knowledge of patient screening, charting, and medical history procedures and documentation. Ability to communicate technical information to non-technical personnel. Ability to perform a full range of established dental hygienist protocol and procedures. Ability to analyze medical records and prescribed protocol to formulate effective therapeutic treatment plans. Knowledge and understanding of dental surgery and associated procedures, terminology and techniques. Ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines. Able to sustain moderate physical activity. Requires handling of average weight objects up to 25 pounds and standing/walking for up to eight hours a day. Ability to work with body fluids, including blood. Must be able to accept constructive feedback. Must be able to work as part of a team in delivery of Health Department goals. Conducts behavior in a manner that is professional and courteous to all patients and staff at all times.

COMMENTS:
Indian preference will apply. Individual must pass a thorough background investigation. Individual must have a positive job history with former employers, including LTBB. Individual must take TB test and get influenza vaccination annually due to working in a health setting. LTBB Health Department is a scent free environment.