

# South Heartland District Health Department

## Job Description

<b>TITLE:</b> Public Health Dental Hygienist (PHRDH)	<b>OCCUPATION:</b> Public Health Administration
<b>AGENCY:</b> South Heartland District Health Department	<b>FLSA STATUS:</b> Non-Exempt
<b>EMPLOYMENT STATUS:</b> Regular (0.5 FTE – 1.0 FTE) <b>REPORTS TO:</b> Oral Health Program Coordinator	<b>WAGE RANGE:</b> \$28.53 – \$42.61
<b>APPROVED BY:</b> Michele Bever	<b>DATE:</b> March 2026

### QUALIFICATIONS:

**GENERAL:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in a manner that is consistent with professional development standards of ethical conduct. The requirements listed below are representative of the knowledge, skill and/or ability required.

**EDUCATION / MINIMUM QUALIFICATIONS:** Registered Dental Hygiene License with Public Health Authorization for Children. Computer skills and knowledge of Microsoft Office Software. Valid Nebraska driver's license, current certificate of vehicle insurance, and access to a reliable transportation to all assigned work locations. Knowledge in public health or social services preferred. Bilingual (Spanish/English) skills helpful.

**EXPERIENCE:** Experience in public health preferred.

**JOB SUMMARY:** Working under supervision of the Oral Health Program Coordinator, the Public Health Dental Hygienist develops relationships with community partners and works within the scope of Public Health authorized Dental Hygienist in Nebraska to provide education and services in the four-county area, especially focused on the oral health needs of children and older adults.

### PRIMARY JOB DUTIES:

- Work with DHHS Office of Oral Health's Nebraska Teeth Forever (NTF) Program and other oral health initiatives to increase SHDHD's capacity to support oral health initiatives and to increase dental disease prevention services in the four-county health district.
- Assist SHDHD's Community Dental Disease Prevention Team (public health dental hygienist, community health workers, dental health surveillance staff) in building relationships with community partners and to develop an oral health program to:
  - Offer prevention services across the lifespan
    - Utilize portable hygiene units, instruments and materials to deliver patient care directly in local settings
    - Services include dental screenings, cleanings, topical fluoride, dental sealants, silver diamine fluoride (SDF) placement and proper referrals for follow up treatment
  - Deliver preventive education, focusing on young child sites, elementary schools and older adult facilities
  - Improve oral health outcomes in young child and older adults
- Participate in evaluation and quality improvement initiatives.
- Follow departmental policies and procedures.
- Assist with emergency response efforts to disease outbreaks and/or disasters when requested.
- Participate in assigned internal staff committees and required SHDHD trainings.
- Work toward meeting the Core Competencies of Public Health (see below).
- Provide accurate, complete and timely documentation of work activities; prepare reports and summaries as required.
- Assist in other duties as needed and directed.

**SCOPE OF AUTHORITY:** Employee is not responsible for supervising other personnel.

**FINANCIAL:** Employee not responsible for financial budgets, but must work within budgetary constraints.

**SECURITY/ACCESS:** This employee will be issued picture identification. Employee must understand and comply with agency security/access and confidentiality policies and procedures.

**EXPOSURE TO HAZARDS:** Characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and environmental temperature levels in the work environment are normal/moderate. Normal office exposures are present including electrical equipment, ink, computers, fax, disinfectants, etc. While performing the duties of this position, the employee is occupationally exposed to outside weather conditions.

**WORK ENVIRONMENT and PHYSICAL/CRITICAL DEMANDS:** General office setting at the SHDHD office, as well as community sites. Equipment used to perform functions includes computer, fax, copier, personal or SHDHD vehicle, and public health / oral health equipment and supplies. This job may include possible overtime, driving, some overnight travel, and infrequently working nights and weekends.

While performing the duties of this job, the employee is frequently required to sit; walk, stand; use hands, fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, climb stairs, walk short distances, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move 40 pounds. Specific vision abilities required include those of close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SCOPE OF CONTACT WITH CLIENT POPULATION:** In the course of performing the duties of this job, the employee may encounter contacts including, but not limited to volunteers, board members, interested/impacted individuals from preschool to the geriatric age group, from varying cultural and ethnic backgrounds, from diverse regional locations, and from differing service-related sources.

**ESSENTIAL SKILL SETS:**

**ESSENTIAL PERSONAL QUALITIES:** Responsibility, self-esteem, sociability, self-management, integrity, honesty, stress management

- Responsibility – exerts a high level of effort and perseveres towards goal attainment
- Self-esteem – believes in own self-worth and maintains a positive view of self
- Sociability – demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
- Self-management – assesses self accurately, sets personal goals, monitors progress, and exhibits self-control; functions effectively under project timeline constraints.
- Integrity/honesty – chooses ethical courses of action.

**ESSENTIAL INTERPERSONAL SKILLS:**

- High level skills in public relations.
- Ability to work with many types of individuals, businesses and organizations.
- Ability to recognize the need to teamwork and function accordingly.
- Ability to respect confidentiality in discussing participant/client, staff, volunteers and organizational matters.
- Ability to utilize appropriate methods of interacting sensitively, effectively, and professionally with persons of diverse backgrounds.
- Ability to develop and adapt approaches to problems that take into account cultural and other differences.

**IDENTIFIED CORE COMPETENCIES OF PUBLIC HEALTH:**

*Tier 1 – Front Line Staff/Entry Level. Tier 1 competencies apply to public health professionals who carry out the day-to-day tasks of public health organizations and are not in management positions. Responsibilities of these professionals may include data collection and analysis, fieldwork, program planning, outreach, communications, customer service, and program support. (from: Core Competencies for Public Health Professionals, Council on Linkages, 2021).*

There are 8 domains of public health competency: Data Analytics and Assessment Skills, Policy Development and Program Planning Skills, Communication Skills, Health Equity Skills, Community Partnership Skills, Public Health Sciences Skills, Management and Finance Skills, Leadership and Systems Thinking Skills. Upon hire, new employees will complete a self-assessment of core competencies and, if needed, will work with their supervisor to develop a plan for core competency development that will support their specific position.

07.24.2023; Revised 03.30. 2026

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