



BRISTOL-BURLINGTON HEALTH DISTRICT
240 Stafford Avenue, Bristol, Connecticut 06010-4617
Tel. (860) 584-7682 • Fax (860) 584-3814 • www.bbhd.org



REGISTERED DENTAL HYGIENIST

Supervision: Works under the direction of the Senior Dental Hygienist. Supervision provided by the Director of health.

Job Summary: Conducts oral examinations and performs dental prophylaxis and carries out other duties related to the preservation of dental health and the prevention of dental disease.

Examples of Work: The following examples are intended as illustrations of various types of work performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

School Dental Health

- Examines the mouth of students (with parental consent) to determine if there are dental problems such as conditions of periodontal disease or tooth decay. Reports findings to parent/guardian and makes referrals to other dental care providers as appropriate.
- Performs oral prophylaxis on students (with parental consent) as needed.
- Instructs students in proper methods of tooth brushing and flossing techniques, care and cleaning of and maintenance of oral health.
- Creates and maintains student dental treatment charts and records.
- Schedules student dental appointments and maintains appointment records.
- Complies and submits order to supervisor for school dental health supplies.

Older Adults Dental Clinic

- Provides direct care, examination and preventative dental health services (i.e. prophylaxis) to eligible individuals. Makes referrals to other dental care providers as appropriate.
- Charts results of direct care examination and preventative dental health services to those receiving such services and makes referrals as appropriate.
- Schedules dental appointments and helps to maintain appointment records.

Additional Responsibilities

- Maintains confidential information in compliance with applicable local, state and federal laws, regulations, policies and procedures.
- Practices and maintains proper infectious disease control procedures, including cleaning and sterilization of dental instruments and disinfection of dental equipment.
- Maintains dental instruments and equipment in proper working order.
- Completes special assignments as requested by supervisor.
- Participates in and provides ongoing professional education and training as appropriate.
- Submission and management of dental claims.
- Performs other duties as assigned or required.



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Work Environment:

Work is performed primarily in an office, clinic, school or community setting. May be exposed to blood, body tissues, or fluids; hazardous waste materials other than blood; and electro-magnetic radiation as in computer screens.

Physical/Mental Requirements:

Must be mobile, able to push/pull/lift objects up to 25 pounds and able to sit, stand or walk for prolonged periods; perform moderate motor skills and manipulative skills such as writing and keyboard skills; perform tasks which require hand-eye coordination such as taking certain measurements and test readings and performing data entry; see objects closely as in reading a report; and hear normal sounds with some background noise, distinguish voice patterns and communicate through human speech, as in answering a telephone. Must be able to concentrate on moderate detail with constant interruption; and attend to task/function for more than 60 minutes at a time and remember task/assignment for extended periods of time. *Note: The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Qualifications Profile:

Considerable knowledge of dental health principles and practices including the specialized field of school dental health and senior dental health. Considerable knowledge of current trends in dental and of school dental health literature. Excellent time management and organizational skills. Ability to interpret and enforce the federal, state and local laws relating to school dental health services. Ability to use information technology and communicate effectively, both orally and in writing with students, parents, educational and medical personnel and the public. Prior experience in school dental health care and/or pediatric dentistry strongly preferred, but must have actively practiced as a licensed dental hygienist for at least two years.

License or Certification:

A graduate from an accredited school with a registered dental hygienist degree. Current CPR and First Aid certification issued by the American Red Cross or American Health Association or the ability to obtain certification within three months of employment. Must possess and maintain a valid Connecticut driver's license and reliable insured transportation. Maintenance of current registered dental hygienist license and/or certifications and CPR and First Aid certification shall be a requirement for continued employment. May be required to obtain additional certifications as a result of demands or legislative requirements.

This position is a 10-month full time position and will be included in a collective bargaining agreement with American Federation of State, County, and Municipal Employees (AFSCME) Council 4, Local 1303-114. This position works some summer clinic hours as set forth in the collective bargaining agreement.

Adopted by Board of Health 10-14-10
Revised 8Sept2026 (state law updates only)