



Tammy Cody, MHS  
Health Director

## Madison County Health Department

◇ 493 Medical Park Drive ◇ Marshall, NC 28753 ◇ Melissa Robinson, MD  
◇ Tel: 828-649-3531 ◇ Fax: 828-649-9078 ◇ Medical Director

[www.madisoncountyhealth.org](http://www.madisoncountyhealth.org)

# VACANCY ANNOUNCEMENT

The Madison County Health Department has an opening for a part-time Dental Hygienist in our dental clinic. The Madison County Dental Center has a wonderful team consisting of one dentist, two dental assistants, one dental hygienist, and an office manager. We are looking forward to adding to this amazing team.

### DESCRIPTION OF WORK:

- Performing preventive dental care including scale and root planning procedures
- Applying fluoride treatments and sealants
- Taking x-rays and reviewing them for signs of dental disease
- Teaching patients about proper teeth-cleaning techniques
- Charting, - perio charting, and patient notes
- Scheduling necessary follow-up appointments
- Reviewing dental and medical history; blood pressure readings
- Recommending care to improve the patient's oral health.
- Instrument and room cleaning and sterilization.
- Front office duties during downtime
- Taking impressions needed for night guards or bleaching trays & possibly pouring up according to the assistant's schedule.

### COMPETENCIES:

- Considerable knowledge of and skill in the application of the techniques and practices of dental hygiene.
- Ability to secure the cooperation of the patient and to elicit required information.
- Ability to understand and follow oral and written instructions.
- Ability to interpret and maintain records and reports.
- Ability to deal tactfully with the public and to exercise good judgment in appraising situations and making decisions.
- Ability to work with other professionals and support personnel in the performance of duties typical of a dental hygienist and assisting with other duties that may be of lesser complexity.
- Ability to perform assignments independently.
- Excellent interpersonal and written communication skills.
- Ability to maintain clinical privileges.
- General knowledge of office operations and equipment.

### SCHEDULE

- Days and hours are open for discussion as this is a part-time position.

EDUCATION: Graduation from an approved two-year program in dental hygiene

LICENSE OR CERTIFICATION REQUIRED BY STATUTE OR REGULATION:

Licensed to practice as a dental hygienist in the state of North Carolina.  
Current CPR certification, willing to provide CPR training to the right candidate.

REQUIREMENTS:

**Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety-sensitive random drug testing.**

APPLICATION PROCESS:

This position is open until filled. Please submit a North Carolina State Application (PD 107) with a cover letter and official high school and/or college transcripts. Application (PD 107) may be obtained at <https://www.madisoncountync.gov/employment-opportunities.html>. Applications will be accepted at the:

Madison County Health Department  
493 Medical Park Drive, Marshall, NC

OR MAYBE MAILED TO

Kathy Price  
Madison County Health Department  
493 Medical Park Drive  
Marshall, NC 28753.

Applications will also be accepted via email to:

[kprice@madisoncountync.gov](mailto:kprice@madisoncountync.gov)