

**Lincoln County
Position Description**

Position: Oral Health Coordinator

Department: Health Department

Pay Grade:

FLSA:

Date: May 2015

Reports to: Director/Health Officer

Purpose of Position

The purpose of this position is to assist in planning, implementing, and evaluating a community/school-based dental sealant program in Lincoln County. The position requires working with schools and other community agencies to schedule and coordinate dental sealant clinics. The responsibilities require direct patient care using portable dental equipment, following all statutory guidelines.

Essential Duties and Responsibilities

The following duties are normal for this position. The Oral Health Coordinator performs the following functions within the framework of Lincoln County Health Department's provision of the core functions and essential services of public health. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Public Health Science

1. Provides individual hygienist assessments, screening, and education of clients; referrals and follow-up as needed. Provides sealant retention checks and reapply sealants if necessary.
2. Provides care coordination, referral and follow-up to individuals and families who are members of a vulnerable population and/or high-risk groups. Evaluates outcomes, effectiveness of plan, and makes changes as necessary.
3. Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
4. Obtains and completes appropriate patient "Consent for Care" forms, ensures patient confidentiality and maintains orderly medical records. Follows established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.
5. Assists in coordinating requirements for the set-up of the clinics at the targeted sites.
6. Assists in setting clinic schedule and confirming dental professionals and volunteer staff.
7. Assists in obtaining parental consent/medical history forms from parents of children participating in the program.
8. Assists in transporting portable dental equipment to schools or community sites.
9. Maintains portable dental equipment based on manufacturers periodic maintenance schedules.
10. Assists Clean, disinfect and sterilize dental instruments and equipment.

Analysis and Assessment

1. Adheres to ethical principles and Lincoln County Health Department policy in the collection, maintenance, use, and dissemination of data and information.
2. Assists in collecting, compiling, and maintaining statistics and reports required and/or requested by federal, state and local agencies
3. Assists in developing and assessing records, reports and data systems

Policy Development and Program Planning

1. Assists in maintaining program records and prepare necessary reports.
2. Assists in ordering and maintaining program materials and supplies.
3. Assists in maintaining proper haz-mat manuals and first aid control.
4. Collaborates with director to establish annual priorities and goals, assure departmental resources are used appropriately to achieve the priorities and goals, and to identify key program performance indicators, measure them over time and analyze them for suggested changes; uses information to direct programs.
5. Collaborates in the development, implementation and evaluation of long and short range policies, plans and programs for oral health programs.

Community Dimensions of Practice

1. Assists in creating and maintaining liaisons with schools and community agencies.

Communication and Cultural Competency

4. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
5. Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.

Financial Planning and Management

6. Provide assistants to the health department director on grant monitoring and reports.
7. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

Leadership and Systems Thinking

8. Provides training and technical assistance to hygienist personnel regarding program policies and procedures.
9. Responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating. Implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
10. Responsible for professional growth and development in pursuing education, participate in committees, conferences, workshops, in-services and contribute to a work environment where continual improvements in public health core competencies are practiced and pursued.
11. Maintain confidential client records and prepares and maintain reports such as daily activity

reports and grant deliverable reports.

12. Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.

Other

13. Performs other duties as assigned consistent with job classification.
14. Maintains and secures equipment and supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

1. Graduation from an accredited college with a degree in dental hygiene. Three years of professional experience as a dental hygienist, preferably working with children.

Requirements

- Current State of Wisconsin dental hygiene license
- Current CPR certification
- Proof of professional liability insurance

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to **fifty (50) pounds** of portable dental equipment. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Access, Word, Publisher, Power Point and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.
- Ability to operate portable dental equipment.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of

the principles of algebra and descriptive statistics.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to establish and maintain effective working relationships with a wide variety of individuals using appropriate interpersonal skills.
- Ability to perform and prioritize multiple tasks and meet deadlines under pressure.
- Ability to communicate effectively, orally and written, with people at various levels both within and outside the department.
- Ability to establish and maintain effective working relationships with employees, general public, schools, grant funders and state officials and work with person with varying levels of education, understanding and values in a culturally sensitive manner.
- Ability to apply time-management skills and ability to prioritize job-related activities.
- Ability to demonstrate leadership, independent judgment and critical thinking skills.
- Ability to accommodate flexible scheduling to address program or client needs.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability

- Ability to work effectively in a public health environment.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors, such as disease, may cause discomfort and poses a limited risk of injury.
- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date