

DENTAL HEALTH COORDINATOR

LOCATION: Tioga Co. Public Health Department
CLASSIFICATION: Competitive
SALARY: CSEA - Salary Grade X
ADOPTION: 1/93; Revised 9/96, 7/00, 10/01, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating all County dental health programs and performing supportive services required to promote such dental health programs. Duties and responsibilities are learned on the job and involve coordination of preventative measures and public information. The work is performed under general supervision from the Director of Public Health and/or his/her designee. The use of independent judgment is allowed in carrying out the details of the work. The position requires travel to various work sites, schools, community centers and clinics throughout the County. Supervision is exercised over the work of dental assistants and dental hygienists within the dental program.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Coordinates and oversees all aspects of the local dental health program;
- Prepares various budgetary and status reports to the agency and the State pertaining to the dental health program;
- Prepares dental grants, including the compilation of supporting documentation;
- Distributes public health information relative to oral hygiene to parents and children;
- Discusses oral health goals regarding diet, snacks and tooth brushing with parents of children in the program;
- Schedules appointments and provides information for the public pertaining to various clinics;
- Presents informative preventative dental care films and literature supplies from various associations (ex. American Dental Association, American Cancer Association) to specific age groups;
- Prepares and maintains dental health records on patients, documents individual contacts, records of attendance and budgetary oversight related to the program;
- Performs dental hygiene services including dental sealant applications;
- Arranges for advertising to be released to the media and promotes the oral hygiene program;
- Explains the oral hygiene program, for self-applied fluoride, to school officials and arranges for delivery of needed supplies to the school nurse;
- Provides oral health education to the community, clinic patients and health department staff;
- Distributes referral cards, survey information, dental health pamphlets and related information to interested parties;
- Performs a variety of clerical record keeping duties related to the program;
- Attends meetings and conferences as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of dental hygiene and fundamentals of nutrition related to good oral health; working knowledge of office terminology, procedures and equipment; working knowledge of business English and arithmetic; ability to prepare and maintain dental records; ability to plan, coordinate and supervise the work of others; ability to get along with parents and children; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a New York State Professional Registered Dental Hygiene License at the time of appointment AND **EITHER:**

2. Dental Health Coordinator

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Dental Hygiene and one (1) year of full-time paid work experience or its part-time equivalent as a Dental Hygienist; OR
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Dental Hygiene and three (3) years of full-time paid work experience or its part-time equivalent as a Dental Hygienist.

SPECIAL NOTE: Part-time or volunteer experience will be credited on a pro-rated basis towards meeting the experience requirement.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.