

DIRECTOR OF DENTAL HEALTH SERVICES

JOB CODE: 3601
LOCATION: Tioga Co. Public Health Department
CLASSIFICATION: Competitive
SALARY: Non-Union
ADOPTED: Reso 358-09; 01/01/10, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involved with the overall responsibility for the Article 28 Dental clinic, School-based Dental Health Care program, and Dental Sealant and Prevent Program. The Director of Dental Health Services provides general supervision to the dentist and direct supervision to Registered Dental Hygienists, Dental Assistant, and clerical staff involved with dental programs. The incumbent monitors effectiveness and enforces best practice, state regulations, and federal law, general supervision of dentist, and monitors local policies and procedures. The work involves communication with federal and state agencies, school districts, and local agencies, as well as the public. Duties are performed under the administrative supervision of the Director of Public Health. Supervision is exercised over a staff of professional, paraprofessional, and clerical staff. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

- Plans, organizes, implements and evaluates all related services provided to children and adults by the Article 28 and School-based Dental Health program to assure program compliance with applicable federal, state and county regulations and procedures;
- Advises the Public Health Director/ designee on matters pertaining to divisions' programs and related services;
- Assists in the preparation of Program budgets, budget forecasting, grant requests/budgets;
- Prepares contract requests, performs and reviews billing and controls expenditures;
- Prepares and submits reports on clinic activities, statistics, revenues, and quality assurance;
- Oversees and monitors contractors and program providers, offering assistance to ensure compliance with Federal, State and local regulations;
- Oversees the coordination of activities between state and local agencies in meeting the goals and objectives of the programs;
- Develops program policy and procedures, evaluates program operations and recommends changes in organization and procedures as required to meet program objectives;
- Acts as a resource person and liaison with the community to develop an awareness of oral health needs;
- Provides direct supervision over professional and paraprofessional staff;
- Develops and implements community outreach and education programs;
- Ensures that program objectives are effectively and efficiently carried out by division staff;
- Recruits staff to maintain the need of the programs;
- Consults with and acts as liaison for the Dental division to Dentists/Medical Director;
- Plans and organizes dental van transportation and maintenance schedule with other departments and agencies;
- Orients new staff on clinic policies;
- Other duties as required/ requested.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of Tioga County's dental program policies, goals and objectives; good knowledge of dental practices and regulations; working understanding of child and adolescent behavior and development as it relates to the provision of School-based Dental Care; working knowledge of laws, rules and regulations pertaining to Article 28 Dental clinics, and to School-based Health Care Programs in NYS;

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working knowledge of the administrative organization of community agencies and facilities; ability to practice principles of dental administration and practice; ability to interpret and understand complex rules, regulations and directives; ability to prepare clear and accurate records and reports; ability to write grants; ability to plan, direct and supervise the work of other professionals, paraprofessionals, and clerical staff; ability to communicate program service goals and policies to individuals and groups to stimulate their interest and participation; accuracy and good judgment; integrity and compassion; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Licensure and current registration to practice as a Registered Dental Hygienist in New York State; **and** graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Dental Hygiene; **and** three (3) years of experience in a dental practice, one (1) of which must have involved supervision of professional and non-professional staff in a dental practice.