

DENTAL PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility in the Public Health Department for the strategic planning, coordination and performance of dental health public education, and provision of preventive and treatment programs within the community. An employee in this class is responsible for budgetary grant renewal, expenditure management, public relations and public information pertaining to the Dental Sealant Program. The work is performed under the general supervision of a higher level supervisor with wide leeway allowed for the exercise of independent judgement in planning and carrying out the duties of the position. Supervision is exercised over Dental Assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Independently plans, coordinates and implements the Dental Sealant Program in the Health Department;

Manages and monitors financial aspects of the program budget;

Represents the program interests at budgetary and legislative meetings;

Negotiates with the NYS Health Department concerning guidelines for the program and participating schools;

Utilizes curriculum guides to develop effective, cognitive, behavioral objectives and prepares appropriate lesson plans for presentations to preschoolers through senior citizen age groupings;

Develops and utilizes a variety of evaluation tools to test progress towards the goals of the dental program;

Plans and conducts dental health education programs for school health and teaching personnel, preschool teachers and aides, public health nursing staff, social workers and paraprofessional groups;

Develops new materials for use in dental health programs, disseminates new dental health information and literature to the public;

Creates, uses and coordinates audiovisual materials for instructional purposes in dental health presentations to school and community groups;

Aids in the planning and direction of workshops and discussion groups to promote dental health;

Participates in inter-agency case reviews, evaluations and conferences to discuss dental aspects of health and medical care programs;

Participates in dental public health surveys and research studies within the community;

Performs oral examinations, evaluates oral condition, refers patients for corrective dental care, places fissure sealants and follows up on cases referred for further dental treatment;

Places and exposes x-ray films of oral cavity;

Takes impressions for study casts;

Counsels children and parents regarding the necessity of regular preventive care, sources of care within the community and areas where financial assistance for dental care may be obtained;

Works with various public and private agencies within the community while implementing dental health programs and projects;
Functions as a community dental health resource and consultant on assignments;
Provides dental prophylaxis and other oral hygiene measures, including instruction in home care of the mouth and placing pit and fissure sealants;
Assists in the transportation of supplies and materials to clinic sites;
Prepares correspondence and various dental reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of management techniques as they relate to organizing and prioritizing work;
Good knowledge of the principles, practices and techniques of dental hygiene and oral prophylactics;
Good knowledge of the basic principles, practices and techniques of dental health education;
Working knowledge of governmental grant writing and governmental budgeting procedures;
Skill in educational techniques and methods of communication;
Ability to establish and maintain effective inter-personal relationships;
Ability to plan and supervise the work of others;
Ability to prepare dental health education materials;
Ability to use audiovisual equipment;
Ability to prepare and maintain dental record, charts and reports;
Sound professional judgment;
Good eye and hand coordination;
Initiative;
Resourcefulness;
Tact;
Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Dental Hygiene or closely related field and one year of experience providing dental hygiene services, AND
- B) Licensure and current registration to practice as a Dental Hygienist in New York State.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level Motor Vehicle Operator's License.

R520 5/11/04

COMPETITIVE