



JOB DESCRIPTION

POSITION TITLE

Community Dental Health Coordinator

GENERAL FUNCTION, OVERVIEW

The Community Dental Health Coordinator (CDHC) will serve as a conduit between underserved communities in Kane County and the Well Child Center (WCC) pediatric dental clinic. The focus of this role is on reducing oral health disparities and improving access to dental care. The vision for the position is that the coordinator will engage in the following: health promotion and community engagement; patient navigation; aiding efforts for the prevention of dental/oral diseases; and more. The CDHC will work closely with other members of the WCC pediatric dental clinic team to develop and implement an appropriate community oral health education program to connect people who typically do not receive care from a dentist to community resources that will provide the care and guidance they need.

Responsible for working with the executive director and other staff to coordinate activities of the “School-Aged Patient Utilization Project” grant from the Illinois Children’s Healthcare Foundation. The CDHC will organize meetings; develop and maintain tracking and other systems for data and more; manage meeting and other event/outreach schedules; and ensure all materials and information are present to meet project timelines. The CDHC also will be responsible for providing administrative and other support for other grant activities that align with the “School-Aged Patient Utilization Project.” This position requires advanced organizational and communication skills, and professionalism.

DUTIES AND RESPONSIBILITIES

- Coordinate all aspects of grant implementation including development and implementation of detailed project plan with metrics. Communicate project and other timeline changes and new information to supervisor and others; track project changes and adjust project timelines as needed.
- Manage data collection and analysis (daily, monthly, and annual dental clinic statistics; community profiles; feedback from community stakeholders; outreach activity data; encounter data captured by clinic computers; patient satisfaction surveys).
- Expand WCC referral system; develop and coordinate quarterly in-service trainings for staff and clinicians; and network with traditional and non-traditional community organizations.
- Plan, coordinate and evaluate WCC staff and clinician participation in cohort for the “Cultural Competency Program for Oral Health Professionals.”
- Assist in the development and compilation of video clips and other social media and marketing assets focused on reinforcing positive oral health messages.
- Coordinate dental clinic and WIC staff trainings and professional development opportunities.
- Assist executive director in managing the First Tooth Visit Program.
- Assist in the establishment and staffing of the project Community Advisory Committee.

- Advise executive director of opportunities related to advocacy, intercultural communication, finance, dental health coordination, documentation and reporting procedures; and legal and ethical issues related to the goals of the grant/project.
- Assist executive director in ensuring project activities align with set strategy and budget.
- Track all project-related paperwork; ensure all needed materials are current, properly filed and stored.
- Organize and plan meetings with executive director, community organizations, and others focusing on oral health education and disease prevention and empowering people to manage their own oral health.
- Record minutes and take detailed notes during meetings, as requested.
- Prepare grant reports for review by supervisor and other staff, as necessary.

SUPERVISORY RELATIONSHIP

Reports to Executive Director

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in health sciences, public health, marketing, communications, business, or related field
- Previous experience in an administrative, outreach, customer service, or coordinator role
- Excellent written and verbal communication skills
- Superior computer skills; well-versed in Microsoft Office Suite, with a strong knowledge of Excel and PowerPoint
- Able to work effectively under pressure
- Flexible and able to multitask on several different aspects of a project or on multiple projects
- Able to produce quality work within project deadlines
- Bilingual, English/Spanish, helpful

The ideal candidate will also 1) exhibit strong interest in working in communities where residents have limited or no access to dental care; 2) come from the community in which they will serve; and 3) understand the culture, language, and other barriers affecting members of the community.

Organization website: www.wellchildcenter.org

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