JOB SUMMARY:

Under the general direction of the Health Promotion Manager, supervises the development and implementation of plans, programs and strategies to promote oral health and prevent oral disease by providing access to oral healthcare for underserved and unserved populations. Supervises the delivery of oral healthcare services to uninsured and underinsured patients through the Miles of Smiles mobile dental clinic.

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to, the following:

1. Provides direct supervision for oral health program staff in accordance with established Health Department policies and procedures.

2. Assign staff workload; monitor, analyze staff productivity and adjust workload as necessary to ensure compliance with established production standards and accreditation.

3. Identifies goals and objectives for staff and provides staff access to training and development opportunities to facilitate professional and personal growth.

4. Develops short- and long-range plans to provide innovative and cost-effective oral health services to underserved and unserved populations.

5. Develops and administers quality assurance and quality control protocols for oral health services.

6. Assesses community oral health needs.

7. Serves as an advocate for oral health initiatives and public policy changes that improve accessibility to oral health services.

8. Collaborates with dental hygienist education programs, dental schools and dental assistant training programs to develop internship and practicum programs utilizing the Miles of Smiles mobile clinic as a program site.

9. Develops, reviews and implements MOS clinic standard operating procedures, including bloodborne pathogen, tuberculosis and hazard protocols and reporting.

10. Develops and/or participates in the development of plans and strategies to increase the efficiency and cost-effectiveness of oral healthcare services.

11. Participates in the design, development, and application of evaluation instruments to assess the effectiveness of oral health services.

12. Develops proposals to obtain a variety of grants and contracts to obtain funding for oral health services.

13. Participates in the development of the oral health.

14. Identifies prospective individual, corporate and community health partners and develops innovative proposals for joint initiatives and programs to supplement available oral healthcare resources.
15. Ensures that the oral health program staff and volunteers comply with training and continuing education requirements for maintenance of licenses and accreditation.

16. Collaborates with managers and staff throughout the Health Department to ensure continuing compliance with accreditation requirements.

17. Develops and presents educational and informational presentations to a broad range of audiences within the community.

18. Prepares and submits required program reports to Board of Commissioners, MDCH and other funding and regulatory agencies.

19. Provides direct care to patients as required to meet treatment caseloads.

20. Performs other related duties as assigned.

21. May perform any and all functions of the Oral Health team as required to provide quality oral health care to clinic clients.

**REQUIRED KNOWLEDGE AND SKILLS:**

1. Thorough working knowledge of the principles and practices of public health administration.

2. Good working knowledge of managerial and supervisory principles and practices.

3. Thorough working knowledge of practices and principles of health promotion and disease prevention.

4. Thorough working knowledge of methods and techniques used in dental hygiene.

5. Thorough working knowledge of preventive dentistry.

6. Thorough working knowledge of standard practices and procedures for applying preventive fluoride varnish and pit and fissure sealant materials to teeth.

7. Thorough working knowledge of the terminology, materials, equipment and instruments used in dentistry.

8. Working knowledge of dental radiograph techniques and principles.

9. Thorough working knowledge of the theory and application of health needs assessment instruments.


11. Good working knowledge of accreditation requirements.

12. Good working knowledge of professional standards of practice and ethics.

13. Good working knowledge of the principles and practices of budget preparation and control.

14. Good working knowledge of strategic planning.

15. Good working knowledge of program assessment and quality assurance principles, practices, protocols and instruments.
16. Good working knowledge of proposal development and grant writing principles and practices.

17. Excellent interpersonal and human relations skills.

18. Excellent oral and written communications skills.

19. Computer literacy and working knowledge of word-processing, spreadsheet, database and project management software.

20. Ability to interact positively and professionally with business and community groups, school administrators and staff, oral health professionals, dental equipment and supply manufacturers and vendors, parents, and members of the general public with widely diverse cultural and socio-economic backgrounds and varying levels of health knowledge and interpersonal communications skills.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor of Science degree in dental hygiene from an accredited institution with additional coursework in public health administration and at least three years of progressively responsible experience as a dental hygienist in a clinic setting and experience in grant writing, or an equivalent combination of education and experience. Master's degree strongly preferred.

LICENSES AND CERTIFICATIONS:

Must possess and maintain valid State of Michigan Dental Hygienist license.

PHYSICAL REQUIREMENTS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

WORKING CONDITIONS:

Work is generally performed in a normal office environment, but may entail exposure to bloodborne pathogens and other disease agents in the provision of direct oral healthcare to patients.