



Position Description

Canton City Public Health
FINAL

Position Title:	Dental Program Manager	Position #:	884
Working Title:	Dental Program Manager	CS Status:	Classified
Division or Unit:	Nursing	Reports to:	Director of Nursing
Employment Status:	Full-time	Pay Grade:	R4
FLSA Status:	Non-Exempt		
Funding Source:	Dental Sealant Grant/Dental Sealant Program		
This position description was last approved by the Board of Health on:		September 18, 2023	
This position description was last approved by the Civil Service Commission on:		September 20, 2023	

Position Summary: This individual will function as a school-based dental sealant program manager and assist the Sub-Contracted Dental Hygienists with screening and sealants in school-age children in Stark and Carroll County area schools. This individual will work as liaison between school principals/school nurses, Sub-Contracted Supervising Dentist/Hygienists and Canton City Public Health. This individual is able to work independently and is flexible with work hours.

The employee receives periodic review and appraisal of performance plus functional and administrative supervision. The employee must exercise independent judgment in performance of duties. The employee will be responsible for confidential and personal information and must adhere to the confidentiality and privacy policies of the department.

Essential Duties & Responsibilities:

- 95%
- Communicate effectively and maintain good working relationships with area school administrators to schedule screenings/sealant placements;
 - Prepare calendar for dental screenings/sealant placement;
 - Follow guidance as stated in *School-based Dental Sealant Program Manual*;
 - Complete School-based Dental Sealant Modules;
 - Provide presentations to students and packets of information for parent permission;
 - Transport portable equipment to school sites and set-up for screenings/sealants;
 - Organize students and efficiently escort to dental area with the least amount of disruption to the school day;
 - Assist dental hygienists with suctioning and other identified needs during sealant placement;
 - Communicate effectively with parents and school nurses regarding students with a need for immediate dental treatment as determined by screening Hygienist.
 - Provide supervising dentist with data as needed.
 - Assure sterilizing of equipment;
 - Keep accurate records and prepare/submit reports in a timely fashion.
 - Attend mandatory trainings/meetings at Canton City Public Health and/or State Health Department as required by the program;
 - Work with State Health Department to assure that benchmarks are being met;
 - Prepare purchase orders, order and monitor inventory of supplies;

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- Provide records to local health departments for data reporting and billing.
- Work to expand program by identifying and reaching out to qualifying schools as directed by grant requirements.
- Annually write the grant proposal with the assistance of the Director of Nursing.
- Oversee annual maintenance of school equipment.
- Manage confidential dental records for students.
- Complete annual bloodborne pathogens training.
- Upon completion of sealants at schools, provide annual report to Director of Nursing at local health departments in which schools are located.
- Support the department in other assigned duties during school breaks.
- Complete and submit grant reports as required by the program.

5% Participates in required public health team emergency preparedness training and exercises.

Other Duties & Responsibilities:

Ability to efficiently multi-task daily. Proficiency with use of PC hardware and basic software (i.e., Microsoft Office), email and office equipment (i.e., copier, fax, scanner, telephone, etc.). Excellent customer service, verbal and written communication skills, and effective presentation skills, good interpersonal relationship skills including cultural sensitivity and competence. Ability to adapt to different school/work environments. Ability to be flexible to work additional hours during the school days. Participate in quality improvement team projects and quality improvement training initiatives as required and incorporate the principles of quality improvement into daily work activities.

Minimum Qualifications:

Must have completed a standard course in high school with successful graduation or GED equivalent. Must have experience either working in a dental office, working in a public health department or managing a program. Must have a valid driver's license and carry motorist's insurance.

Preferred Qualifications:

General awareness of public health level of care and Canton City Public Health services.

Competencies:

The following Council on Linkages Core Competencies (Adopted May 2010) for this position include:

- Analytic & Assessment Skills: 1A4, 1A6, 1A7, 1A8, 1A11
- Policy Development & Program Planning Skills: 2A1, 2A4, 2A6, 2A7, 2A9, 2A10
- Communication Skills: 3A1, 3A2, 3A4
- Cultural Competency Skills: 4A1, 4A2, 4A3
- Community Dimensions of Practice Skills: 5A6, 5A8
- Public Health Sciences Skills: N/A
- Financial Planning & Management Skills: 7A3, 7A5, 7A9, 7A10, 7A11
- Leadership and Systems Thinking Skills: 8A1, 8A3, 8A4, 8A5, 8A6



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Canton City Public Health has adopted the following Organizational Competencies that all employees are expected to achieve.

- Customer Focus
- Accountability
- Equity and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Training; Training Group #
- Emergency Preparedness

Work Environment:

- Office and field work in a multicounty region. Loading, transporting, and unloading equipment to be used in the schools.
- Reasonable accommodation in accordance with ADA Compliance will be made available to those who need it to achieve the above descriptions.

Approval:

This position description was approved by the Board of Health on: **09/18/2023**

Revision History:

Dates of prior approved versions:

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name