



Position Description

Canton City Public Health
FINAL

Position Title:	Dental Program Manager	Position #:	877
Working Title:	Dental Program Manager	CS Status:	Unclassified
Division or Unit:	Nursing	Reports to:	Director of Nursing
Employment Status:	Part-Time	Pay Grade:	PT4
FLSA Status:	Non-Exempt		
Funding Source:	Dental Sealant Grant/Dental Sealant Program		
This position description was last approved by the Board of Health on:		March 28, 2022	

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;
 - Provide records to LHD for data reporting and billing.

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- Work to expand program by identifying and reaching out to qualifying schools as directed by grant requirements.
- Assist Director of Nursing by providing accurate data as needed for grant.

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

Other Duties Responsibilities:

& Ability to efficiently multi-task on a daily basis. 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 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

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



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- 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: **March 28, 2022**

Revision History: Dates of prior approved versions: July 25, 2011

Employee Statement:

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

Employee Signature

Date

Printed Name