

## **DENTAL HEALTH COORDINATOR**

**JOB CODE:** 3608  
**LOCATION:** Tioga Co. Public Health Department  
**CLASSIFICATION:** Competitive  
**SALARY:** CSEA - Salary Grade X  
**ADOPTION:** 1/93; Revised 9/96, 7/00, 10/01, 12/19 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for coordinating all Public Health dental health programs with the intent to provide dental services to people throughout the county at various sites and locations via a mobile dental unit. An incumbent is responsible for coordinating and promoting site services, overseeing enrollment process, evaluating the use of services, navigating dental insurance issues, and maintaining program staffing needs. Program success is dependent on this classification. Duties and responsibilities are learned on the job and involve coordination of preventative measures and public information. In collaboration with a Dentist, an incumbent is responsible for rendering oral hygiene services and education. Work is performed under general supervision from the Public Health Director and/or his/her designee. The use of independent judgment is allowed in carrying out the details of the work. The position requires travel to various work sites, schools, community centers and clinics throughout the County. Supervision is exercised over the work of dental assistants and dental hygienists within the dental program.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Coordinates and oversees all non-clinical aspects of the local dental health program;
- Coordinates and prepares the mobile dental unit for movement from sites based on pre-planning and identification of community needs;
- Works closely with administrative services regarding dental insurance billing, including claims processing, insurance networks, claim denials, and fee schedules for uninsured;
- Prepares various State and local budgetary and status reports pertaining to the dental health program;
- Prepares dental grants, including the compilation of supporting documentation;
- Distributes public health information relative to oral hygiene to adults, parents, and children;
- Develops and distributes promotional information pertaining to the mobile dental clinic;
- Discusses oral health goals regarding diet, snacks and tooth brushing with adults, parents, and children;
- Schedules appointments and provides information for the public pertaining to various clinics;
- Presents informative preventative dental care films and literature supplies from various associations (ex. American Dental Association, American Cancer Association) to specific age groups;
- Prepares and maintains dental health records on patients, documents individual contacts, records of attendance and budgetary oversight related to the program;
- Performs dental hygiene services including dental radiographs, prophylaxis, fluoride treatments, and sealant applications;
- Educates school officials about the School-Based Health Clinic-Dental program;
- Distributes referral cards, survey information, dental health pamphlets and related information to interested parties;
- Performs a variety of clerical record keeping duties related to the program;
- Attends meetings and conferences as necessary.

## 2. Dental Health Coordinator

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of dental insurances and benefit claim reporting; good knowledge of dental and public health concepts and community-based dental clinics; good knowledge of dental health and fundamentals of nutrition and health behaviors related to good oral health; working knowledge of dental office terminology, procedures and equipment; working knowledge of business terminology and arithmetic; ability to prepare and maintain dental records; ability to plan, coordinate and supervise the work of others; ability to get along with parents and children; clerical aptitude; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a valid New York State Professional Registered Dental Hygiene License at the time of appointment and throughout employment AND **EITHER:**

- a. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Dental Hygiene and one (1) year of full-time work experience (or its part-time equivalent) as a Dental Hygienist in a dental practice; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Dental Hygiene and three (3) years of full-time work experience (or its part-time equivalent) as a Dental Hygienist in a community clinic; **OR**
- c. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Dental Hygiene and five (5) years of full-time work experience (or its part-time equivalent) as a Dental Hygienist in a dental practice.

**SPECIAL REQUIREMENTS:**

- Must possess a valid driver's license at the time of appointment and maintain such license for the duration of employment'
- Possession of a current CPR certification at the time of appointment and maintain for the duration of employment;
- Must be available in the event of a public health emergency.