



Oral Health Job Description

Responsible to: Health Manager

Status: Non-Exempt

Minimum Qualifications: Registered Dental Hygienist (RDH) with current license and One (1) year of professional experience. Attention to detail. Ability to work with minimal supervision. Strong and effective communication skills. Able to work well with others. Flexible and able to work well in a child-friendly environment. Able to lift up to fifty (50) pounds. Must pass a background check and a pre-employment physical including a TB screen.

Preferred Qualifications: Has a Supervising Dentist.

Required Competencies: Speak, write and understand standard English. Have a strong knowledge base of resources and access in our dental community. Possess computer knowledge including basic computer use, word processing and spreadsheets. Be highly organized and detail-oriented. Have excellent problem solving skills. Have a collaborative attitude and be a team player. Exhibit flexibility. Remain calm in stressful situations. Maintain professional integrity while working in a high paced environment.

Supervisory Responsibilities: None.

Essential Functions:

Oral Health

- Works with individual families to assess dental needs, formulate goals, and plan interventions according to identified needs in coordination with EES staff.
- Provides group health education to parents and classroom children in the areas of oral health.
- Provides training to all staff in the areas of oral health.
- Serves as a member of the multidisciplinary team, participating in case management and coordination of services as needed.
- Acts as a liaison with other health agencies, dentists and providers for families and the agency.
- Participates on various community committees to work on community-wide health issues.
- Participates on the EES Health Services Advisory meetings 3-4x a year.
- Organizes and coordinates monthly dental clinics.

Licensing, Data Collection, & Reporting

- Maintains CPR and First Aid certification.
- Maintains a tracking system to monitor risk assessments, dental homes and follow-through.
- Supervises and tracks the provision of oral health education done by direct service staff.
- Completes all required reports, forms and documentation in a timely manner.

EES Practices

- Participates in staff meetings, staff development and supervision.
- Maintains professional boundaries with children, families and co-workers.
- Maintains safety, rights and confidentiality of program participants and colleagues at all times.
- Actively promotes and delivers strategies to encourage parent engagement in our program.
- Adheres to EES Policies and Procedures, Head Start Performance Standards, Vermont Early Learning Standards, NAEYC Standards for Early Childhood Programs, and Vermont Regulations for Licensed Early Childcare Programs.
- Performs all duties according to a flexible schedule that may include some nights and weekends.
- Any other duties as requested by Supervisor or Executive Director.

Work environment: High-Paced. Collaborative. Indoors/Outdoors year-round. Noisy.

Physical Demands: Bending, stooping, squatting, sitting on the floor. Lifting and carrying. Standing and walking. Fine motor skills (computer). Hearing and Vision.

Travel: Conferences, seminars, external staff meetings. Site to site. Field Trips.

This job description for the position of **Oral Health Specialist** provides a detailed overview of expectations but does not cover every activity, duty, or responsibility that is required of the employee. Duties, responsibilities and activities may change for this, or new ones may be assigned at any time with or without notice by the supervisor and/or executive director.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions listed above.

Please see application instructions online:

<https://earlyeducationservices.org/jobs/oral-health-specialist/>