



# *Provincial Job Description*

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**TITLE:**  
**(060) Dental Health Coordinator**

**PAY BAND:**  
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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

**Coordinates functions that support the Dental Health Clinic and the Dental Health Education Program.**

**QUALIFICATIONS:**

- ◆ **Dental Assistant certificate**
  - ◆ **Registration and licensure with Saskatchewan Dental Assistants Association**
  - ◆ **Certification with Canadian National Dental Assisting Board**

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ **Basic computer skills**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license**

**EXPERIENCE:**

- ◆ **Previous:** **Twelve (12) months previous experience as a Dental Assistant to consolidate knowledge and skills.**

**KEY ACTIVITIES:**

**A. Education**

- ◆ Plans, prepares and provides dental health education and promotes activities that improve the oral hygiene of high risk students.
- ◆ Reinforces dental care with patients and families.
- ◆ Prepares classroom presentations to meet requirements of school curriculum.
- ◆ Assists in designing forms, letters, memos and presentation material for the Dental Health Clinic.
- ◆ Provides health promotion to school staff and Public Health employees.

**B. Follow-up of High-Needs Children**

- ◆ Liaises with dental health educators and other community health workers.
- ◆ Facilitates follow-up of high needs children in high-risk schools.
- ◆ Discusses treatment plans/options with family of high risk/needs children.

**C. Related Key Work Activities**

- ◆ Acts as liaison between the home, school and dental team in the distribution and tracking of enrolment forms and students.
- ◆ Sets up/packs up mobile clinics.
- ◆ Performs clerical duties (e.g., data entry/documentation).
- ◆ Prepares statistical reports.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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*Date: 2005*

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