



Provincial Job Description

TITLE:
(060) Dental Health Coordinator

PAY BAND:
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FOR FACILITY USE:

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:

SGEU:

SAHO:

Date: 2005

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