


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Dental Health Coordinator</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>060</u></p>
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<p><b>Decision Making</b></p> <p>Exercises some discretion within limits defined by accepted practice in providing education to clients/patients.</p>	<p><b>Degree</b></p> <p><u>3.0</u></p>
<p><b>Education</b></p> <p>Grade 12. Dental Assistant certificate (1415 hours). Certification with Canadian National Dental Assisting Board.</p>	<p><u>4.0</u></p>
<p><b>Experience</b></p> <p>Twelve (12) months previous experience as a Dental Assistant to consolidate knowledge and skills. Nine (9) months on the job to gain an understanding of cultural issues and become familiar with region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p><b>Independent Judgement</b></p> <p>Facilitates follow-up of high needs children, cognizant of cultural and language barriers. Direction is sought on hygiene issues not governed by established procedures. Coordinates dental health activities in accordance with generally accepted practices.</p>	<p><u>3.5</u></p>
<p><b>Working Relationships</b></p> <p>Contacts with clients, patients and families may involve emotionally charged situations when discussing problems, recommending treatment, and obtaining cooperation to coordinate dental care.</p>	<p><u>4.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
Coordinates functions of the dental health and education programs. Has input into services by providing statistical information. Incomplete tracking of enrolment forms may cause inaccuracies in reports and records which may delay succeeding services.	<u>2.0</u>
<b>Leadership and/or Supervision</b> Provides occasional guidance to the dental team as to the education/care needs of clients patients.	<u>2.0</u>
<b>Physical Demands</b> Occasional physical effort such as presentation set-up, driving, keyboarding, filing and reading with periods of heavy lifting when moving and lifting equipment/materials for presentations.	<u>1.5</u>
<b>Sensory Demands</b> Regular effort such as operating a computer, reading, writing reports, preparing presentations and listening to clients, families and school staff.	<u>2.0</u>
<b>Environment</b> Little exposure to major disagreeable conditions such as verbal abuse and unpredictable surroundings.	<u>2.0</u>