

I Smile™ Coordinator

Job Description

Name	
Hire Date	
Date In Current Position	
Review Month	
Department	Health Services
Reports to	Public Health Director/Administrator
Position Number	
Warren County Pay Grade	Starting pay \$32.30 per hr.
Benefits	Health Insurance, Dental Insurance, Vision Insurance, IPERS
FLSA Status	Non-Exempt
Supervises Others	No
Document Control Responsibility	Human Resources
Approved by	Public Health Director/Administrator

Position Summary

I-Smile™ coordinator, in conjunction with the Title V Child Health Program Manager and other applicable staff, is responsible for developing and implementing oral health services and activities within the service area. This position will provide oversight of the I-Smile and I-Smile @ School Programs. Will promote oral health through outreach activities and collaboration with medical providers and community partners. Will provide oversight and work closely with the DDSF Coordinator and provide education and training at venues across the service area. Will implement appropriate intervention measures and promote standard dental health practices. Works cooperatively with other agency staff in the planning and execution of agency programs.

Essential Functions

- Provides oversight and is responsible for the I-Smile and I-Smile @ School Programs.
- Provides outreach and promotes Oral Health to dental and medical providers.
- Provides outreach and promotes Oral Health to community service providers, schools, child providers, and families.
- Develops oral health protocols for the service area.
- Develops strategies to develop partnerships in the service area.
- Provides training and oversight and works closely with the DDSF Coordinator and agency staff involved with oral health services.

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- Provides Oral Health education and training at several venues within the service area.
- Trains as needed non-dental primary care providers, such as physicians and nurses, to provide oral screenings, fluoride varnish applications and education as requested.
- Provides dental services as stated in Public Health Supervision Agreement.
- Follows established agency policies and procedures for service and program documentation.
- Participates in required IDHHS meetings and trainings.
- Assists with referrals following assessments such as oral health screens, fluoride varnish application, education and/or sealant application related to patient services.
- Assists with documentation of follow up services that are conducted per policy guidelines and that will be documented in Signify.
- Exchange information with other agency staff as necessary to support needs of a family.
- Provides support for other CAH (Child Adolescent Health) programs such as *hawk-i* Child Health and other agency programs as needed.
- Participates in the planning and operation of public health clinics, child health clinics, oral health clinics, group instruction and school health programs.
- Participates in presenting and education for community groups regarding oral health or other related public health subjects.
- Participates in activities for the prevention of disease and promotion of wellness.
- Participates in local Community Health Assessment and Community Health Improvement Plan (CHA-CHIP) process.
- Assists with the coordination of the school screening audit process and reports to the local board(s) of health.
- Assists with care coordination for families to obtain a dental home, oral health treatment or other identified services. Care coordination will include an individualized approach to interventions through verbal and written communication with family, health care providers or other community resources.
- Follows established agency policies and procedures.
- Responsible for other duties as assigned.

Education, Skills and Experience

- Graduation from an accredited Dental Hygienist program
- Must maintain current dental hygiene licensure from the Iowa Board of Dental Examiners
- Two years of relevant experience required
- Knowledge of the theories, principles, practices and procedures of dental care and treatment.
- Knowledge of the etiology, pathophysiology, treatment, usual course and prognosis for oral health diseases and their implications.
- Knowledge of the legal implications related to public health dental practice
- Knowledge of patient's rights and responsibilities when receiving public health dental care/services

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- Knowledge of basic infection control practices in the clinic environment
- Knowledge of indicators of child and adult abuse and neglect and ability to direct services/programs available to offer assistance to these individuals/families
- Knowledge of childhood oral development processes
- Must have the ability to collect data objectively and to record and interpret it concisely and accurately
- Must have the ability to interact with dental providers, physicians, supervisors, members of the various boards and advisory committee, volunteers and the general public in order to establish and maintain effective work relationships
- Ability to exercise sound judgment in routine and emergency situations
- Excellent interpersonal and communication skills with other employees/departments/offices within Warren County
- Must be a positive representative of the Health Services Department and Warren County
- A strong team player and demonstrate a commitment to the ideas and values of Warren County
- Must have a valid State of Iowa driver's license

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Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 50 pounds.

Work environment: The noise level in the work environment is minimal to moderate.

General sign-off: *The employee is expected to adhere to the values as established by Warren County Board of Supervisors and represent Warren County in a positive, professional manner.*

I have read and understand this job description.

I can perform the duties of this position with or without reasonable accommodations.

(Circle one)

Signature: _____ **Date:** _____