

ABERDEEN AREA TRIBAL CHAIRMEN'S HEALTH BOARD

Draft POSITION DESCRIPTION

Job Title: Early Childhood Caries Prevention Coordinator
Salary Range: \$50,000, DOQ
Reports to: AATCHB Administrative Officer
Department: Dental Support Center
Classification: Full Time, Permanent

Job Summary: The Early Childhood Caries Prevention Coordinator is responsible for carrying out the goals of the Dental Support Center to assist 18 Northern Plain's tribes in a four-state region (South Dakota, North Dakota, Iowa, and Nebraska) in providing education programs and training related to early childhood caries prevention.

Essential Functions:

- Develops, implements, and promotes the Early Childhood Caries prevention programs in the Tribal Communities in the Aberdeen Area, as described in project description and objectives.
- Provides dental health promotion and disease prevention education to appropriate IHS and tribal individuals.
- Encourages, facilitates and coordinates community and IHS dental programs in developing and implementing area dental prevention initiatives.
- Develops and evaluates prevention demonstration/research projects in the area of prevention.
- Represents the AATCHB dental support center at Tribal, IHS, Area, State, National and International meetings, conferences, committees or workshops involved with dental disease prevention and health promotion.
- Maintains a program budget by tracking expenses and projecting needs of the project.
- Utilizes own initiative, training and experience in professional matters to achieve objectives of the project.
- Prepares quarterly, annual, and final reports for distribution to AATCHB Executive Committee, Tribal Councils and Health Directors, the AAIHS, and other Dental Support Centers as appropriate.
- Communicates with IHS Area Dental Officer routinely for Area wide program decisions relative to ECC prevention promotion.
- Promotes health promotion and disease prevention technical assistance and training activities for tribal health staff and tribal communities.
- Additional Functions include other duties as assigned by the AATCHB Executive Director

Qualifications:

- Degree in Dental Hygiene from an accredited dental school or hygienist school by the Commission of Dental Accreditation of the ADA, MPH or equivalent, preferred.
- Experience in providing community educational programs in tribal settings.
- Five years of experience including one assignment demonstrating experience in community development and Oral Health Education.
- Willingness to travel frequently, with overnight stays, to distant communities.
- Valid SD driver's license and insurance.
- Ability to lift up to 50 pounds.