



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Early Childhood Dental Program Liaison** FLSA Status: **Non-Exempt**
 Job Family: **Program Specialist** Pay Range: **PS25H**
 Prepared/Revised Date: **August 1, 2023** Job Code: **40527**

SUMMARY: Responsible for instructing family mentors, childcare staff, classroom staff, parents, and developmental screeners in oral health education, prevention, and access to care. Coordinate and participate in oral health screenings and prophylaxis within the Early Childhood Program. Perform data tracking of all children and families served to determine if the program is effective for future funding and access to community resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Identify children and dental needs that require treatment. Provide case management for all children in the program ensuring that each child has a current dental exam and receives treatment for any dental issues.	D	20%
2. Maintain detailed and accurate records on each child using ChildPlus software system. Utilize data to prepare program required reports and grant applications.	D	12%
3. Attend work and arrive in a timely manner.	D	1%
4. Provide oral health training to PSD Early Childhood Staff, community childcare partners, and parents with a focus on prevention, education, and access to care. Field oral health related questions from parents and staff and provide age-appropriate oral health education to children in the program.	W	20%
5. Request and interpret dental records from local dental providers.	W	2%
6. Identify children with no dental insurance and negotiate with dental providers to arrange their care. Refer eligible children to appropriate dental care opportunities.	M	6%
7. Order and maintain dental supplies for all program activities.	M	2%
8. Participate in community outreach by working with community partners to improve oral health programs for all children, prenatal women, and families in the community.	Q	12%
9. Visit families in their homes as needed.	Q	1%
10. Coordinate Fall and Spring dental screenings for all students in all EC classrooms, and program participants to comply with program regulations and policies. Arrange supplies, schedule all activities, permission forms, and coordinate area dentists and dental hygienist volunteers to provide services.	A	20%
11. Develop and maintain good communication and relationships with community dental providers to promote connections with the Early Childhood Program.	A	3%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent plus post-secondary coursework in a dental assistant program, health care, or related field required, associate degree or two-year college certificate in a dental assistant program preferred
- Three or more years of experience working with children and families in a dentist office, educational setting, community service or outreach program required; experience working with at risk and culturally diverse populations preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Bilingual oral and written communication skills preferred
- Ability to effectively communicate to staff, students, families and community members utilizing cross-cultural and language skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Knowledge of oral health with a focus on prevention, education, and access to care
- Knowledge of dental health screenings, supplies, and scheduling
- Knowledge of community agencies
- Critical thinking and problem solving skills
- Ability to work collaboratively with parents, support services personnel, community volunteers, and community agencies
- Ability to communicate effectively with parents, staff and community partners
- Knowledge of community services and resources
- Sensitivity towards the needs of diverse and high needs families
- Ability to support adult education learners
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students in an educational setting



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute				X
Synthesize	X			
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	