



## POSITION DESCRIPTION

<b>POSITION (TITLE):</b>	Dental Health Educator	<b>DIVISION:</b>	Health Promotion
<b>REPORTS TO:</b>	Manager, Oral Health and Visual Health Programs and District Offices	<b>UNION AFFILIATION:</b>	CUPE Local 1759
<b>REVIEWED: Direct Supervisor</b>	Manager, Oral Health and Visual Health Programs and District Offices	<b>DATE: (R) if revised</b>	September 2016 (R)
<b>APPROVED: Director</b>	Director, Health Promotion	<b>DATE: (R) if revised</b>	
<b>ORIGINAL VERSION APPROVED:</b>	June 2009	<b>REVISION DATES:</b>	June 2009, September 2016, November 2021

### POSITION SUMMARY:

The Dental Health Educator participates in dental and vision screening and surveillance activities. The Dental Health Educator delivers relevant health education and health promotion messages in a variety of community settings. The position also supports the public health dental clinic and outreach clinical services.

### DUTIES AND RESPONSIBILITIES:

1. Participates in planning, scheduling and delivery of school screening programs
2. Assists the dental hygienist in hygiene screening, referral and follow-up in elementary and secondary schools.
3. Performs dental assisting duties in public health dental clinic and community settings.
4. Ensures accurate recording, input, and compilation of ministry, organizational and program statistics and information using hard copy, word, excel and custom software.
5. Participates in planning and delivery of preventive services and dental health education in schools and other community sites.
6. Delivers educational presentations to individuals and groups in a variety of community settings.
7. Provides fluoride varnish at a variety of sites that may include child care, schools, community sites and Thunder Bay District Health Unit clinic. This involves providing after-care instruction at the time of varnish application.
8. Participates in health promotion programming including health promotion messages, particularly as they relate to oral health or visual health.
9. Communicates with relevant departments in the Health Unit and external community agencies to exchange information.
10. Collaborates with community partners for activities related to Oral Health education and promotion.

11. Actively participates in the development of program work plans, collaborating with other Health Unit staff and programs where relevant.
12. Participates in continuing education and quality assurance activities to maintain professional and program development as relevant to the position.
13. Adheres to infection control procedures and practices.
14. Assists in the maintenance of equipment and ensures an adequate supply of materials for community and clinic program needs.
15. Transports and sets up portable dental equipment and displays in a variety of community locations.
16. Performs Instrument reprocessing duties.
17. Exercises diplomacy, tact and confidentiality at all times.
18. Performs all other related duties as required.

#### **QUALIFICATIONS / REQUIREMENTS:**

- Level 2 Dental Assisting diploma.
- Minimum of two years related experience.
- National Dental Assisting Examining Board (NDAEB) at Level 2 Dental Assistant or equivalent.
- Membership with Ontario Dental Assistants' Association (ODAA) preferred.
- Understanding of infection control requirements in a clinical setting.
- Demonstrated proficiency in a computerized Windows environment, including Microsoft Office.
- Ability to create educational presentations/materials for various ages and audiences and ability to present same to an audience.
- Demonstrated ability to learn and use custom software systems.
- Ability to perform both independently and in a team environment.
- Ability to interact and communicate positively and effectively (both written and verbal).
- Excellent organizational skills and demonstrated ability to prioritize.
- Ability and willingness to travel throughout the District of Thunder Bay as required.
- Ability to lift, move, load and unload heavy (up to 40 lbs) equipment materials and supplies  
Ability and willingness to work flexible hours.
- Experience working with young children and seniors is an asset.
- CPR and First Aid certification or willingness to obtain.
- Valid driver's licence and use of a reliable vehicle on a regular basis.

#### **OCCUPATIONAL HEALTH AND SAFETY:**

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.