

1. IDENTIFICATION

Position No. See Appendix	Job Title Community Oral Health Coordinator	Supervisor's Position See Appendix	
Department Health	Division/Region Oral Health	Community See Appendix	Location See Appendix
Fin. Code: See Appendix			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
Under the direction of Regional Community Oral Health Coordinator and Supervisor Health Programs (SHPs), the Community Oral Health Coordinator (COHC) is responsible for oral health promotion, dental education and providing primary preventive care for children 0 -12 years of age.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
In an effort to improve the oral health of all Nunavummiut, especially children between the ages of 0 – 12 years, the COHC will provide oral health education and prevention activities with the goal of impacting the poor oral health status of Nunavummiut children. Good oral health contributes to the overall health of the population and significantly impacts the long-term determinants of health.
The position will engage with partners, such as schools, daycares, and community programs to ensure access to children of this age group. The COHC will further coordinate activities needed in order for oral health professionals (such as dentists, dental therapists and dental hygienists) to complete their work.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers <i>why</i> the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.
The COHC will promote the oral health programming for children between the ages of 0 – 12 years by: <ul style="list-style-type: none"> • Delivering public service announcements through preferred community mediums such as community radio. • Placing information items in high traffic areas such as post office, health centre, and stores. • Working with other Department of Health staff, agencies, and organizations to promote

oral health.

The COHC will ensure the oral health cohort are identified for oral health promotion and prevention work by:

- Working with the health centre and schools to develop eligibility lists.
- Ensuring consents are made available to parents and guardians.
- Informing parents and guardians of the benefit of early oral health promotion and prevention.
- Following up with parents and guardians to receive maximum number of signed consents.
- Collecting appropriately completed consent forms.

The COHC will act as the main link between dental professionals and the community by:

- Scheduling children for oral health screenings provided by oral health professionals.
- Developing a schedule to ensure the children are followed by the right provider.
- Assisting with the maintenance of a dental referral list for clients to the community contract dentist.
- Reviewing and scheduling clients for maintenance and preventive care.
- Contacting clients for dental appointments both in and outside of the community.
- Provide interpretation services as required.
- In consultation with the Regional Dental Coordinator, coordinating travel for clients with appointments outside of the community.

The COHC will deliver oral health education by:

- Engaging with cohorts in schools and day cares to provide regular classroom education through oral health presentations and activities.
- Engaging with the cohorts and parents/caregivers at health centres and community programs (i.e., while attending well baby/well child appointments at the health centre, or community programs such as Canada Pre-Natal Program (CPNP)), and at times collaborating with the Community Health Representative (CHR).
- Training parents and caregivers in the basic oral hygiene methods for themselves and children in their care, including the knee-to-knee technique.
- Teaching tooth brushing to preschool age and school aged children.

The COHC will provide health prevention care by:

- Providing services as directed by a dental professional such as applying fluoride varnish to children with an oral health care plan.
- Re-applying fluoride varnish every six months to the same children unless the oral health care plan has been revised differently.
- Providing fluoride rinse to the appropriate age group in the school setting.

The COHC will be responsible for:

Office organization including but not limited to:

- Completing and maintaining daily records for all children aged 0 – 12 years.
- Maintaining monthly records of activities and other records as instructed.
- Forwarding required documents to the appropriate person/division.
- Maintaining records of distribution of health promotion materials.

- Completing other forms as identified by the dental program lead(s).
- Maintaining inventory.
- Sending and receiving supplies/repairs.
- Carrying out community oral health initiatives as directed by oral health professionals and para-professionals.
- Travelling to other communities to assist dental teams as assigned;
- Following infection control practices.
- Ensuring children referred to general anaesthetic are followed to confirm that treatment has been provided.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge

- Office administration;
- Methods and techniques of child and adult learning;
- Applicable legislation, policies and procedures;
- Infection Control practices.

Skills and Abilities

- Effective verbal and written communication skills;
- Computer skills including knowledge of word processing, spreadsheets and databases;
- Interpersonal skills;
- Organizational skills;
- Tact and diplomacy;
- The ability to provide interpretation services;

The above knowledge, skills and abilities are typically acquired through;

- High School Diploma;
- 1 year experience in providing dental services, office administration or related field;
- An acceptable combination of education and experience is an asset;
- The ability to communicate in Inuktitut and English is a requirement;
- Willingness to take Cardio Pulmonary Resuscitation (CPR)/First Aid training is required.
- Willingness to take COHC training program is required.

Highly Sensitive Position.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- Most time is spent in a sitting position with frequent opportunity to move about;
- Lifting and unpacking boxes of dental supplies.

Environmental Conditions

Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Working in oral health can lead to exposure to bodily fluids such as blood and saliva.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

- A high level of attention to detail is required when preparing the paperwork required;
- All senses are required when providing front line dental services.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- The incumbent will be subject to large volumes of work and conflicting priorities;
- May travel to other Nunavut communities to assist dental teams as assigned;
- Working directly with children and families.

7. CERTIFICATION

<p>_____</p> <p>Employee Signature</p>	<p>_____</p> <p>Supervisor Title</p>
<p>_____</p> <p>Printed Name</p>	<p>_____</p> <p>Supervisor Signature</p>
<p>_____</p> <p>Date:</p>	<p>_____</p> <p>Date</p>
<p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____</p> <p>Deputy Head Signature</p>	
<p>_____</p> <p>Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

9. Appendix – List of Positions and Corresponding Information

Position #	Community	Supervisor	Freebalance Code
10-NEW	Grise Fiord	10-NEW	
10-NEW	Resolute Bay	10-NEW	
10-NEW	Pond Inlet	10-NEW	
10-NEW	Arctic Bay	10-NEW	
10-NEW	Clyde River	10-NEW	
10-NEW	Hall Beach	10-NEW	
10-NEW	Igloolik	10-NEW	
10-NEW1	Iqaluit	10-NEW	
10-NEW2	Iqaluit	10-NEW	
10-NEW	Cape Dorset	10-NEW	
10-NEW	Qikiqtarjuaq	10-NEW	
10-NEW	Kimmirut	10-NEW	
10-NEW	Pangnirtung	10-NEW	
10-NEW	Chesterfield Inlet	10-NEW	
10-NEW	Rankin Inlet	10-NEW	
10-NEW	Whale Cove	10-NEW	
10-NEW	Arviat	10-NEW	
10-NEW	Baker Lake	10-NEW	
10-NEW	Coral Harbour	10-NEW	
10-NEW	Naujaat	10-NEW	
10-NEW	Gjoa Haven	10-NEW	
10-NEW	Kagaaruk	10-NEW	
10-NEW	Taloyoak	10-NEW	
10-NEW	Kugluktuk	10-NEW	
10-NEW	Cambridge Bay	10-NEW	