

## 1. IDENTIFICATION

<b>Position No.</b> See Appendix	<b>Job Title</b> Regional Community Oral Health Coordinator	<b>Supervisor's Position</b> Manager – Oral Health Programs	
<b>Department</b> Health	<b>Division/Region</b> Oral Health	<b>Community</b> See Appendix	<b>Location</b> See Appendix
<b>Fin. Code:</b> 10030-01-1-111-1090040-04-XXXX			

## 2. PURPOSE

<b>Main reason why the position exists, within what context and what the overall end result is.</b>
Under the direction of the Manager - Oral Health Programs (OHP) and working with Dental Therapists (DTs), Territorial Dental Officer (TDO), Supervisor Health Programs (SHPs) and others, the Regional Community Oral Health (RCOHC) will supervise and provide leadership to the Community Oral Health Coordinators (COHCs) who are responsible for providing community-wide oral health promotion, education and preventive oral care services especially for children 12 years and under or up to Grade 7.

## 3. SCOPE

<b>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?</b>
In an effort to improve the oral health of all children 12 years of age and under, the RCOHC works with the COHCs and a variety of health care professionals, especially oral health professionals, in the promotion of oral health. The position provides support to COHCs as they deliver oral health education and prevention activities with the goal of impacting on the poor oral health status of Nunavummiut children. The RCOHC will provide training to the COHCs to ensure they are able to adequately fulfil their role. The impact of maintaining oral health standards contributes to the overall health of the population and impacts significantly on the long-term determinants of health.

## 4. RESPONSIBILITIES

<b>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.</b>
Supervises COHCs by: <ul style="list-style-type: none"> <li>Assigning work, assessing performance and drafting annual performance reviews;</li> </ul>

- Providing orientation, ongoing training and mentorship to COHCs;
- Monitoring attendance, approving time sheets, travel and overtime (for subordinates located in the same community);
- Communicating and partnering with SHPs throughout the region in regards to local COHCs attendance, timesheets, travel, overtime and to review COHC performance within the Health Centre.

The incumbent will ensure that quality regional oral health services are provided by:

- Providing leadership and guidance in the development of program resources;
- Providing input in program evaluation;
- Working with the COHCs to promote appropriate use of oral health resources;
- Ensuring the required program documentation and reporting is completed;
- Ensuring the COHCs promote oral health through other modalities;
- Functioning as a liaison between the COHCs, community, region and territorial health care system in the arena of oral health;
- Ensuring the COHCs have the required resources to complete their role;
- Maintaining inventory and order supplies for the respective region;
- Conducting community site visits;
- Travelling to communities scheduled for screening ahead of the dentist's visit;
- As needed - filling DSDRs, DSFs, or any OHP forms; instrument sterilization; preparation for dental screening; infection control, etc.;
- Assist other RCOHCs with receiving, shipping, stocking and packaging of inventory for their respective communities as needed;
- Participate in oral health meetings at regional and territorial levels;
- Other duties as directed and assigned by the supervisor;
- Qualified Dental Therapists and Dental Hygienists may be required to provide clinical dental services.

## 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**

- Methods and techniques of preventive dental services;
- Principles and practices of HR and financial administration;
- Applicable legislation, policies and procedures;
- Methods and techniques of adult learning.

### **Skills and Abilities**

- Computer skills including knowledge of word processing, spreadsheets and data bases;
- Strong interpersonal skills;
- Leadership skills;
- Effective verbal and written communication skills;
- Strong organizational skills;

- Tact and diplomacy;
- Ability to motivate and influence COHCs to execute their work;
- Ability to provide effective training to staff;
- Ability to be flexible with schedule and travel.

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

- Diploma in office administration, dental services or a related field;
- Two years' experience in office administration, dental services or a related field including 1 year of supervisory experience;
- An acceptable combination of education and experience may be considered;
- Registration as a Dental Therapist or Dental Hygienist would be an asset;
- The ability to communicate in more than 1 of Nunavut's official languages is an asset.

This is a 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;
- Sitting for prolonged periods of time in small aircraft;
- Packing, lifting, organizing, and shipping boxes of inventory.

### 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 though one or more of the incumbents' senses.

- A high level of attention to detail is required when reviewing documentation and reports;
- 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.

- Frequently having to work to tight deadlines with conflicting priorities;
- Working directly with children and families;
- Regular travel throughout the region is required. This may require travelling twice a month for up to one week periods.

**7. CERTIFICATION**

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

**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”.**