CLASS TITLE: EARLY CHILDHOOD ORAL HEALTH PROGRAM MANAGER

BASIC FUNCTION:

Under the supervision of the Director of Child Development and reporting to the Health Linkages Program Coordinator assist in planning and executing a countywide Early Childhood Oral Health collaborative. The Early Childhood Oral Health Program Manager will serve as the person who works with collaborative partners and children/families to improve the oral health of children and their families in Santa Barbara County.

REPRESENTATIVE DUTIES:

Plan, organize and execute a countywide Early Childhood Oral Health (ECOH) Program according to the goals and objectives in the program funded by a grant from First 5 Santa Barbara County; manage First 5 grant activities including those performed by subcontractors.

1. Monitor program activities, maintain records and data as required to document achievement of performance outcomes as defined by the scope of work for First 5 grant; Coordinate ECOH activities, goals, objectives and evaluations with the Children=s Dental Disease Prevention (part of the Santa Barbara Public Health Dept.); Adopt a School and Smiles Across America programs; develop procedures for the ECOH program to include research based and best practices. For example, screening, case management, education investment.

2. Work with Child Development Director and Health Linkages staff to schedule and recruit volunteer dentists for targeted Early Childhood Education and Care programs; expand dental provider list; procure and provide materials. For example, tooth brushing supplies, educational materials for sub contractors.

3. Work with Health Linkages and subcontractor=s staff to coordinate preventative Oral Health Education for students, parents and child care providers, including promoting dry tooth brushing in targeted programs; help to identify gaps of oral health services in Santa Barbara County.

4. Schedule and facilitate monthly meetings with subcontractors, Family and Health Advocates and their supervisors to monitor identification, treatment and prevention of oral health disease.

5. Work with Health Linkages Coordinator, First 5 staff, SBCEO fiscal department staff and administrative clerical support to establish billing and reimbursement procedures for sub contractors and oral health providers.

6. Participate in the Santa Barbara County Oral Health Collaborative and Executive Committees; participate in regional Dental Access Resource Team (DART) meetings and support DART activities including free dental clinics.
7. Act as spokesperson for and represent the interests of the Early Childhood Dental Health Program, maintain effective internal and external public relations.

8. Assist in grant writing to maintain or expand the ECOH Program; incorporate new resources as available to enhance or achieve program goals.

9. Complete reports as required.

10. Perform other job related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of oral health education
- Program planning and development
- Program evaluation methods
- Report writing techniques
- Public relations methods
- Grant application or contract development and preparation
- Research methods
- Proper English usages and grammar
- Record keeping techniques
- Oral Health needs of the community served
- Community organizations, resources and services
- Community outreach and engagement techniques

ABILITY TO:

- Evaluate the oral health needs of the target population
- Develop and prepare a variety of reports and documents
- Plan, organize and implement services
- Train subcontractor=s staff to provide oral health education, collect data and provide case management
- Coordinate program activities
- Engage community partners and stakeholders
- Delegate work; plan and evaluate the work of subcontractors
- Establish and maintain working relationships with individuals from diverse socioeconomic backgrounds
- Work cooperatively as part of an Oral Health Collaborative

EDUCATION AND EXPERIENCE:

- Bachelor=s degree in health or other related field and two years experience in a health related position that includes supervisory and case management experience; or Associate=s degree in health or other related field and four years experience in a health related position including supervisory and case management experience.
OTHER LICENSES OR REQUIREMENTS:
As incumbent will travel to different sites within the county, possession of a valid California driver's license and insurance coverage is required by the County Education Office.

APPROVED BY PERSONNEL COMMISSION: June 29, 2006