



## ORAL HEALTH PROGRAM MANAGER

**Reports to:** Health Linkages Program Coordinator  
**Division:** Educational Services

### Our ideal candidate

Our ideal candidate will:

- possess program management and case management experience in a K-12 educational setting
- be effective in facilitating and coordinating with community partners on initiatives and programs
- have experience developing grant applications and managing grant-funded programs
- possess development, fundraising, or related experience soliciting donations and recruiting volunteers
- be willing and able to provide some direct services to program participants.

### General description

Under the supervision of the Health Linkages Program Coordinator, assist in planning and executing a countywide Oral Health collaborative and children's Oral Health Program. The Oral Health Program Manager collaborates with program partners to improve the oral health of children and their families in Santa Barbara County.

### Specific duties and responsibilities

1. Plan, organize and execute a countywide Oral Health (OH) Program according to the goals and objectives of the program.
2. Monitor program activities, maintain records and data as required to document achievement of performance outcomes as defined by the scope of work for program grants; coordinate OH activities, goals, objectives and evaluations with participating programs; develop procedures for the OH program to include research-informed and best practices.
3. Recruit oral health providers to participate in targeted programs; expand dental provider list; procure materials such as tooth-brushing supplies and educational materials for program providers.
4. Work with Health Linkages staff and community partners to schedule volunteer providers and coordinate preventative oral health education for students, parents and child care providers, including promoting dry tooth-brushing in targeted programs; help to identify gaps in oral health services in Santa Barbara County.
5. Schedule and facilitate regular meetings with community partners, Family and Health Advocates and their supervisors to assess needs for oral health education and services, review program data, and monitor program performance.

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6. Work with Health Linkages Coordinator, SBCEO fiscal department staff and administrative staff to establish billing and reimbursement procedures for oral health providers.
7. 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 community events.
8. Act as spokesperson for and represent the interests of the Oral Health Program, maintain effective internal and external public relations.
9. Assist in grant writing to maintain or expand the OH Program; complete reports as required; incorporate new resources as available to enhance or achieve program goals.
10. Apply fluoride varnish to children's teeth.
11. Perform other job-related duties as assigned.

### Requirements

#### Education and Experience:

Bachelor's degree in health or other related field and two years of experience in a health-related position that included responsibility for one or more aspects of program coordination, such as needs assessment, program development, or program review; or

Associate's degree in health or other related field and four years of experience in a health-related position that included responsibility for one or more aspects of program coordination, such as needs assessment, program development, or program review.

Case management experience in a health care or social services setting is desirable.

### Knowledge and Skills

- Principles and practices of dental case management
- Principles and practices of oral health education
- Program planning and development
- Program evaluation methods
- Report-writing practices
- Public relations methods
- Current research on oral health
- Proper English usage and grammar
- Recordkeeping practices and regulations
- Oral health needs of the community and population served
- Community organizations, resources and services
- Community outreach and engagement techniques



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### Abilities

- Evaluate the oral health needs of the target population
- Develop and prepare a variety of reports and documents, including contracts and grant applications
- Plan, organize and implement services
- Coordinate program activities
- Engage community partners and stakeholders
- Coordinate work of third parties over whom one has no supervisory authority
- Establish and maintain working relationships with individuals from diverse socioeconomic backgrounds
- Work cooperatively as part of an Oral Health Collaborative
- Maintain confidential health records

### Licenses and certificates

As incumbent will travel to different sites within the county, possession of a valid California driver's license and auto insurance coverage are required by the County Education Office.

### Working conditions

Incumbent will be required to wear personal protective equipment when applying fluoride varnish.

### Management salary range 14

*Approved by the Personnel Commission:* June 29, 2006  
*Revised:* September 27, 2018