

**HEALTHIER KIDS FOUNDATION
DENTAL EDUCATION PROGRAM**

TITLE: DentalFirst Dental Education Instructor – Spanish Speaking **FLSA STATUS:** Contract

REPORTS TO: Screening Program Manager **REV. DATE:** 10/29/2019

Primary Purpose

1. The DentalFirst Dental Education Instructor is responsible for delivering 1 or more DentalFirst Dental Education classes to children, parents and caregivers of children daily. DentalFirst Dental Education Instructor is responsible for program outreach and recruitment for classes. Including, but not limited to class implementation; including setting up of room, coordinating all material and collection of materials at the end of each class. Along with the DentalFirst Dental Education Coordinator, this role will require you to work a minimum of three community events a month. Events may be held in the evening and on weekends. This role will also include; conduct dental, hearing, and vision screenings among children at various locations throughout Santa Clara County, along with other duties as assigned.

Class Characteristics

The Dental Education Instructor is a critical point of contact for the DentalFirst Dental Education class participants and sites. This role is responsible for the engagement of class participants and successful delivery of class content. In addition, this role will conduct dental, hearing, and vision screenings throughout Santa Clara County and provide administrative support for those programs. Employee must be available to work non-traditional business hours, including early mornings, nights, and weekends, as required by the position.

Supervises

None

Major Duties

1. Delivering class(es)
 - a. Correspond with administrative staff to arrange and confirm classes and logistics
 - b. Collecting materials for scheduled classes from Healthier Kids Foundation office prior to scheduled class
 - c. Ensuring all participants sign-in to classes using appropriate form
 - d. Administer and collect pre/post class evaluations
 - e. Provide engaging classes for parents/caregivers
 - f. Effectively deliver class content within the scheduled class timeframe
 - g. Demonstrate ability to present class content to diverse audiences
 - h. Ability to engage class participants in role playing/experiential activities
 - i. Maintain adequate supplies for the screening programs.

2. Conduct dental, hearing, and vision screenings among children at various locations throughout Santa Clara County; and provide administrative support for processing screening results and distributing them to the locations.
 - a. Conduct dental, hearing, and vision screenings with assigned team member or alone.
 - b. Enter screening information into database.
 - c. Perform administrative tasks, such as mailing consent/opt out forms and results to screening sites.
 - d. Be responsible for maintaining accurate data for screenings
 - e. Conduct phone calls the weeks prior to and the day before to finalize screening logistics with site coordinators/directors/teachers.
 - f. Coordinate screening work with dentists who perform the dental screenings.
 - g. Manage individual screening calendar.
3. Provide information and make presentations on all HKF programs to the community.
4. Collect written stories and/or photos from screening sites who benefited from HKF's programs and obtain signed media releases.

Requirements (Required = R, Desired = D)

1. BS degree in Health Science or BS/BA in related field(R)
2. Bilingual in Spanish and English (R)
3. 2-3 years of experience in the areas of community health, nutrition, and/or health education (R)
4. Exceptional organizational, customer service, class/time management (R)
5. Knowledge of, and ability to implement class engagement strategies (R)
6. Experience with facilitation of classroom environments (R)
7. Ability to work a flexible schedule, with early mornings, evenings, and weekends (R)
8. Strong written and oral communication skills (R)
9. Excellent interpersonal skills, especially with individuals of diverse backgrounds (R)
10. Ability to work well independently and in a team environment (R)
11. Meet employer grooming standards and present oneself in a professional manner while in the field and when representing HKF (R)
12. Maintain confidentiality of all information contained in reports, records, documents, and business communication (R)
13. Physical requirements: operate laptop computer, stand for extended period of time, write, and able to lift 40 lbs. (R)
14. Proficient with computer applications: Microsoft Office Suite (Excel, Word, Outlook, PowerPoint) (R)
15. Possess a valid California Driver's license, with reliable vehicle and current proof of insurance (R)
16. Ability to provide documentation of TB test (R)
17. Successful completion of background check and fingerprinting (R)
18. Ability to comply with HKF's policies and procedures, and perform job safely with respect to others, property, and individual safety (R)

Disclaimer: The duties, responsibilities, skills, functions, education factors, and the requirements and conditions listed in this description are representative only and not exclusive of the tasks that an employee may be required to perform. This position is grant-funded and assignment will end on 6/30/2020.