



Position Description

Title: Educational Outreach Coordinator

Report to: Program and Outreach Coordinator/Director of Operations

Status: Americorps Volunteer

Job Summary: Community Smiles Dental (CSD) is seeking an energetic and compassionate team-oriented Education Outreach Coordinator via the Wisconsin Free and Charitable Association and AmeriCorps Public Health collaboration to join our team and support our outreach efforts to educational institutions throughout Southeast Wisconsin during the 2022-23 AmeriCorps service team and school year. The Educational Outreach Coordinator will coordinate, lead and evaluate the success of a toothbrush program within low income schools in the Milwaukee area.

Essential Duties and Responsibilities:

- Supports the mission, vision and core values of Community Smiles Dental by prioritizing patient care through coordination of patient programs.
- Maintains strong and positive working and interpersonal relationships with all employed at Community Smiles Dental including interns, externs and volunteers
- Understands and is able to comply with all employment policies and procedures defined by Community Smiles Dental.
- The primary focus on this role will be to design, execute and evaluate a pilot program to expand CSD's school-based outreach and educational offerings during the 2022-23 school year, with the direction and oversight of the Program & Outreach Coordinator and the Director of Operations.
- Duties relative to this project include but are not limited to:
 - Researching community needs in area schools with high percentages of students on free and reduced lunch programs;
 - Building educational tools and home care kits;
 - Preparing and presenting a school-based educational program on oral health and proper dental care;
 - Gathering feedback from educational partners on the program;
 - Evaluating the dental access points for the students served and how best to communicate them with the families of the students;
 - Tracking all program data and reporting on program impact and recommendations;
- Additionally, this role will be tasked to assist as assigned in the following areas:
 - Administrative support in the development, implementation and execution of patient programs and outreach efforts.
 - Patient-facing outreach efforts. (IE schools, public health departments, health fairs, food pantries, social service agencies)
 - Special program events in collaboration with community partners. (IE HeadStart screenings, Give Kids a Smile, Seal-A-Smile, etc).
 - Patient data collection, entry and analysis to ensure accuracy and timeliness with grant cycle deadlines and in support of program objectives.
 - Patient survey entry and analysis.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions for the position.

Minimum Qualifications

- Ability to understand, demonstrate and support the mission, vision and core values of Community Smiles Dental.
- Bachelor's Degree in public health, nonprofit management or other related field
- 1 or more years of previous non-profit or health-related program management
- 1-3 years of knowledge/usage of Google Suite and Microsoft Office including technical skills to create and format Microsoft Excel/Google Sheet documents.
- Ability to interact with and engage diverse communities including public speaking
- Bilingual-English/Spanish to effectively communicate orally in Spanish with patients and families including the use of dental terminology is preferred.

Other Knowledge, Skills and Abilities

- Effective oral and written communication skills necessary to communicate with students, patients and other team members.
- Ability to work with diverse populations
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality in regards to patient sensitive information.
- Ability to follow safety protocols including infection control standards.
- Ability to effectively prioritize tasks throughout the clinic day.

Physical and Mental Demands

- Ability to frequently look at computer monitors throughout the day.
- Ability to sit and/or stand for long periods throughout the clinic day.
- Ability to frequently lift and/or slide 10-20lbs at a time.
- Ability to effectively respond to varying situations using logical reasoning and decision making throughout the clinic day.
- Ability to perform repetitive hand and wrist motions to accomplish small motor skills.

The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

To apply, complete application and email cover letter and resume to

Elizabeth Sheehan, Director of Operations at esheehan@communitysmiles.org.

CSD reserves the right to revise or change job duties and responsibilities as the business need arises.