

IWS Children's Clinic
Sponsored by the Oak Park and River Forest Infant Welfare Society

JOB DESCRIPTION

POSITION TITLE: HEALTH EDUCATION OUTREACH COORDINATOR

ESSENTIAL FUNCTION: Oversees the Clinic's health education outreach initiatives with a primary focus on oral health promotion

POSITION REPORTS TO: Executive Director

PRIMARY RESPONSIBILITIES & DUTIES/ESSENTIAL FUNCTIONS

Community Health Outreach

- Schedule and staff all community health outreach events, communicate scheduling with Clinic staff, and fill scheduling gaps when necessary.
- Identify and attend community health fairs to present information on oral health, nutrition and healthy living, and services provided by the OPRFIWS Children's Clinic.
- Develop, implement and evaluate oral health and nutritional lifestyle lessons to be used at elementary schools, preschools and parent groups.
- Visit elementary schools in Berwyn, Oak Park, and Cicero and other communities in our catchment area to provide oral health and nutritional lifestyle lessons in whatever settings is appropriate (classroom or large group).
- Order and maintain the equipment and supplies for the program, including transporting the equipment/supplies to the program site.
- Conduct outreach with community organizations through meetings and coalitions to identify opportunities for programming and to publicize the OPRFIWS Children's Clinic.
- Prepare and distribute evaluations to teachers to find ways to improve the presentations.

Portable Dentistry Program

- Serve as the primary contact with the schools to schedule classroom visits, collect parent consent forms for participation, arrange the practical logistics of conducting the program at each school, and be onsite to manage program details on portable dentistry visit dates.
- Prepare paperwork for onsite visits and complete paperwork after the visit.
- Create and maintain the personnel schedule for dentists, dental hygienist and dental assistants, communicate scheduling with staff, and fill scheduling gaps.
- Order and maintain the non dental equipment and supplies for the program, including transporting the equipment/supplies to the program site. (Dental equipment and supplies are maintained/ordered by the dental hygienist.)
- Arrange incentive prize drop off for classrooms that turn in the most consent forms.
- Follow-up with front desk and school nurses re urgent care patients.
- Enter sealant information into SEALS program and submit to the state
- Submit billing for sealants done at the clinic and through portable dentistry program—to VOP and IDPH
- Prepare and distribute evaluations to teachers to find ways to improve the program.

Other

- Participate in the OPRFIWS Children's Clinic Health Committee, planning events for clinic staff
- Coordinates with outside and OPRFIWS volunteers who are interested in volunteering and working with children in the above programs.
- Maintain the spirit of team work in the effort to provide a caring respectful environment for the patient, families and clinic staff.
- Maintain clinic van, including keeping track of oil changes, emission tests, and any other necessary repairs
- Responsible for performing other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of Microsoft Office (Word, Excel, Outlook)

Strong organizational and communication skills

Personable and flexible

Ability to lift up to 25 lbs of equipment.

POSITION REQUIREMENTS

Bachelors Degree. Bilingual in Spanish strongly preferred. Experience with oral health and/or public health education at the community level a plus.

The OPRFIWS Children's Clinic is an equal opportunity employer.