



SMILE ON - Community Dental Health Coordinator

Interfaith Dental Clinic is seeking to fulfill three (3) Community Dental Health Coordinator (CDHC) positions for its SMILE ON program. SMILE ON is an innovative, statewide, sustainable initiative with the goal of improving the overall health and quality of life of low-income, mobile seniors age 60+ through access to oral healthcare services and community education.

SUMMARY OF POSITION:

The CDHC is a liaison among patients, physicians, dentists, community health centers, senior centers, and other social service agencies to facilitate access to services and improve the quality and cultural competency of service delivery. The goal of SMILE ON is to educate, motivate and navigate seniors into dental homes.

We are looking to hire a CDHC in West, Middle, and East Tennessee regions. This position reports to the SMILE ON Outreach Manager.

DUTIES AND RESPONSIBILITIES:

- Develop and facilitate community-based and individual oral health prevention programs such as Wisdom Tooth Project workshops.
- Provide oral health education, screening, triage, and case management for seniors and service providers.
- Implement strategies and methods to help seniors and service providers to advocate for dental care.
- Navigate the dental care system to direct and support seniors in attaining better health.
- Ensure that demographics, clinical and navigation notes are maintained for seniors within the SMILE ON program software.
- Complete a written report that summarizes the dental health of the senior patients and the obstacles for improvement of their dental health.
- Attend meetings with SMILE ON team members regarding provider and partner agencies updates.
- Act as SMILE ON ambassadors when working with SHIP navigators, Area Agency on Aging & Disability (AAADs), nonprofits, health departments, and senior medical providers.
- Assist with administrative support to community partners and SMILE ON team such as:
 - Complete and process appropriate reimbursement hard copy and online forms.
 - Facilitate basic legal and regulatory compliance (e.g., HIPAA, informed consent).
- Ability and means to travel within the state when necessary.

QUALIFICATIONS:

- Registered Dental Assistant (RDA) or Registered Dental Hygienist (RDH).
- Community Dental Health Coordinator certificate from an ADA-approved school, a plus. If not, a willingness to train for certification online during the role.
- Ability to work independently and within a team environment.
- Must be proficient in Microsoft Office and Excel applications.
- Excellent time management skills and the ability to prioritize work and multi-task.
- Experience with outreach, teaching, and problem solving skills.
- Dental office background and/or experience preferred.
- Exceptional written and oral communications skills.
- Established comfort working with diverse cultures, backgrounds, lifestyles and experiences.

Contact Information and Procedure:

All interested candidates should submit a current resume and a cover letter to ave@interfaithdentalclinic.com expressing interest in and fit for the position, and address this question in your own words: "What are the barriers seniors face in achieving and sustaining a healthy mouth?" 500 words or less.

The mission of Interfaith Dental Clinic is to create a healthier community by providing transformational oral health care for those experiencing poverty.

www.interfaithdentalclinic.com