

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Dental Division Director E2		Class Code: 00EFD2
	FLSA Status: Exempt	Salary Schedule: ESM	Effective Date: 5/24/13
	Summary: The Director is responsible for assuring the oral health and wellness of the people of Indiana. This is accomplished through systematic assessment of information on the oral health status of the people and trends in prevention, education, and oral health care delivery		

Duties:

- Develops and oversees the State Oral Health Plan consistent with national oral health goals and objectives;
- Plans, coordinates and implements statewide program objectives, priorities, policies and procedures for the Oral Health Program;
- Provides leadership, coordination, technical assistance, consultation and other resources on development of oral public health programs based on assessment of community needs and oral health outcomes;
- Coordinates program plans and operations within Oral Health Program and with other programs within the Indiana State Department of Health (ISDH) and other state agencies, professional organizations, local communities, Indiana University School of Dentistry, local health departments and community health centers.;
- Coordinates data collection among various health providers, including community health centers, through surveys, analysis, reporting instruments and systems to monitor oral health status of various age groups, e.g., children, adults and older adults;
- Develops strategies to improve oral health outcomes for children, pregnant women and children with special health care needs by working with ISDH Maternal and Child Health, Children's Special Health Care Services and Office of Primary Care; the Indiana Dental Association, as well as perinatal and pediatric providers;
- Provides technical assistance and advice to dental providers and organizations on quality care and protection of the public in dental practice settings with emphasis on increasing quality and capacity of oral health services in community health centers;
- Assists with designations of areas in Indiana that qualify as federally recognized dental provider shortage areas;
- Advises ISDH Office of Primary Care, Maternal and Child Health and Children's Special Health Care Services on oral health policy matters;
- Oversees education of the public and policymakers on the importance of oral health and prevention of oral disease;
- Coordinates and facilitates an advisory coalition of individuals and agencies working toward enhancement of oral health in Indiana;
- Seeks grant funding from the federal government or other entities to assist in reaching program goals and objectives;
- Represents ISDH and State of Indiana on oral health matters including advising on oral health legislation;
- Assists the Office of Medicaid Policy and Planning in developing oral health policy and increasing the percentage of dentists who participate in the state Medicaid program;
- Provides oral health direction and public health policy direction to the ISDH Fluoridation program by serving as the dental consultant to the program.;
- Prepares and delivers reports and presentations to promote oral health;
- Assists in preparation of Oral Health program budget;
- Performs related duties as required.

Job Requirements:

- Licensure to practice dentistry in the State of Indiana or eligible to obtain a license to practice dentistry in Indiana and must obtain said license within six months of employment and retain it during the course of employment;
- Advance degree after obtaining DDS preferred;
- Considerable knowledge of public health program needs assessment, program development, implementation and evaluation;
- Experience developing and implementing or managing public health programs, infection control and safety practices;
- Experience providing public health program consultation to organizations and local programs;
- Experience evaluating health-related educational materials;
- Ability to communicate with the public and other health professionals, both verbally and in writing;
- Ability to develop effective working relationships with staff and various organizations.

Difficulty of Work:

Incumbent is responsible for the scope of the Oral Health Program regarding education, prevention, epidemiologic research, advancement of public and professional education, infection control and access to oral health care issues. Incumbent routinely interacts with a variety of professional organizations and serves as a source of information for the public and for over 5,000 dental professionals. Both in-state and out-of-state travel are required.

Responsibility:

Incumbent is responsible for overall effectiveness of the State Oral Health Services Program. This includes supervision of department incumbents and/or external contractors. Incumbent exercises professional judgment in situations requiring sensitivity and/or confidentiality.

Personal Work Relationships:

Incumbent works with ISDH staff of all levels, external staff, local, state, national and international organizations and agencies, the general public and other health professionals.