

KinderSmile Foundation PHWP Essex County CHW Job Description

Position Summary

This is a full-time, non-exempt position.

The Community Health Worker will contribute to KinderSmile Foundation's continued growth and development, helping to further our goal of changing the landscape of access to oral health care in New Jersey.

The Community Health Worker will participate in community engagement and be an integral part of KinderSmile Foundation's Perinatal Health and Wellness Program (PHWP) and KinderSmile Community Oral Health Center (KSCOHC) Bloomfield.

The Community Health Worker will collaborate with the PHWP Director to attend and represent KinderSmile Foundation at community events and educational opportunities.

The activities of the Community Health Worker will link families, perinatal mothers, and children to our brick-and-mortar Dental Home, KinderSmile Community Oral Health Center Bloomfield, for oral health education, diagnostic, preventive, and comprehensive dental care.

The Community Health Worker is punctual, reliable and friendly and will adhere to all office protocols including OSHA and HIPAA regulations.

Wearing clean scrubs or business attire is the required dress code for this position to ensure a professional and hygienic appearance at all times.

Location

The Community Health Worker will work both on-site at KinderSmile Community Oral Health Center (KSCOHC) Bloomfield and off-site at community venues, depending on the day's work schedule.



Initial Work Schedule

- Monday-Friday from 9am-5pm (35 hours)

The Community Health Worker's work hours may vary from week to week depending on the scheduled outreach activities and appointments. Work hours may include early morning hours, evenings and weekends, when needed.

There will be a 60-minute unpaid lunch break.

Responsibilities

General Responsibilities

- Treat all patients, their families and caregivers with respect, dignity, and professionalism.
- Familiarize yourself with the required manuals and policies, including OSHA and HIPAA regulations.
 - KinderSmile Community Oral Health Center (KSCOHC) Policies and Procedures: Operations & Protocols Manual
 - KinderSmile Foundation, Inc. Employee Handbook
 - Medical Emergencies Policy
- Comply with KinderSmile Foundation procedures, rules, and regulations.
- Attend staff meetings and trainings.
- Request days off from Supervisor with at least 2 weeks' notice.
- Provide 30 days' notice if you need to leave KinderSmile Foundation.
- Use KinderSmile.org email address for work communications.
- Refrain from personal cell phone use except during scheduled breaks.

Professional Development

- Train to be able to independently lead educational sessions for PHWP.
- Learn and become competent with all software tools being utilized by the KinderSmile Foundation programs.



Community Engagement

- Participate in recruitment activities for PHWP patients and Dental Home families, community agencies, maternal agencies, and others.
- Link families, perinatal mothers, and children KinderSmile Community Oral Health Center (KSCOHC) Bloomfield - our brick-and-mortar Dental Home, for oral health education, diagnostic, preventive, and comprehensive dental care.
- Attend tabling and outreach events at community agencies for patient recruitment and health care worker engagement.
- Maintain relationships with Dental Home families and PHWP mothers to ensure continuity of care and distribution of resources related to oral health, total health and wellbeing, COVID-19 and other vaccinations, and more.
- Provide resources to families and PHWP mothers, maternal health workers, and others, and connect them to other community partners as needed.
- Support PHWP Director as needed in reaching out to families and patients, as well as to collaborating community agencies.

Administrative

- Help prepare informational materials and resources for distribution, addition community health issues to KinderSmile Foundation's existing materials, promoting medical-dental integration.
- Assist PHWP Director and COO with data collection, entry, tracking and analysis in relation to this project. Data collected will help KinderSmile Foundation and the State of New Jersey assess the oral health of New Jerseyans.
- Prepare ongoing multiple reports of activities and outcomes for PHWP and the Hub.
- Follow up with patients, phone calls, work on charts in the PMS for PHWP and other programs.

KSCOHC On-site

- Patient Support
 - Be ready to start work on time and participate in the daily Huddle.
 - Greet and seat patients
 - Prep and breakdown treatment rooms if needed
 - Assist Dental Providers, Dental Hygienists and Dental Assistants if needed
 - Track and maintain clinical inventory if needed



- Bag, sterilize and store instruments if needed
- Keep clinical and sterilization areas clean, neat, organized and well-stocked
- Ensure the dental home, oral education room and bathroom are clean and organized.
- Fill goody bags in downtime
- Other duties as assigned
- Patient Education
 - Educate patients on oral hygiene, plaque control and oral disease prevention.
 - Provide oral health and nutritional information related to maternal oral health and to oral health related to children and infants.
 - Remind patients of their next dental visit.

Qualifications

The following are the minimum qualifications which an individual needs to successfully perform the duties and responsibilities of this position.

Education

- High school diploma or equivalent

Experience

- None.

Technical Proficiency

- Good communication and telephone skills.
- Working knowledge of customer care and data entry using Google Sheets and Google Drive.
- Willingness to learn dental software and electronic health records.

Other Critical Skills

- Organized, punctual, and reliable.
- Works well as part of a team.
- Enjoys working with children.
- Good communication skills.
- Friendly and personable.

Interested candidates should reach out via email to Dr. Michal Herman at michal.herman@kindersmile.org