

Position Title: Oral Health Outreach Coordinator

Reports To: Health Careers Program Manager

Job Summary

The Oral Health Outreach Coordinator provides oral health education and community outreach to school-aged children and families across the Eastern Shore in the role of the Tooth Fairy's Helper. This role is best suited for a trained oral health professional who is passionate about community service, prevention, and health education.

This position is 100% community outreach-focused and operates primarily in community settings, requiring regular local travel to schools, early learning centers, and partner organizations throughout the service area which includes Kent, Queen Anne's, Talbot, Caroline, Dorchester, Wicomico, Worcester and Somerset Counties.

Key Responsibilities

- Run the Tooth Fairy's Helper program, which requires dressing similarly to the Tooth Fairy (gown, tiara, wings) and utilizing puppets and marionettes to deliver engaging oral health and nutrition education to students and community audiences through songs
- Implement oral health education programs in settings including, but not limited to: schools, early learning centers, daycares, libraries, health departments, and community outreach events such as health fairs
- Develop and adapt oral health education programs and materials to meet the needs of specific organizations and populations, with the goal of increasing oral health literacy, improving utilization of community dental resources, and reducing oral disease across all demographics
- Maintain strong relationships with community partners through effective communication and ongoing engagement
- Maintain inventory of oral health supplies and submit purchase requests in a timely manner
- Oversee dental kit assembly and distribution for community outreach initiatives
- Assist with quarterly Oral Health Task Force meetings as needed
- Prepare and submit quarterly and annual program reports

Qualifications

- Dental Assistant or Dental Hygienist preferred but not required
- Demonstrate interest in community outreach and working with children and families
- Strong presentation and public speaking skills
- Excellent interpersonal and collaboration skills
- Strong organizational and time management abilities
- Self-motivated, dependable, and able to work independently
- Valid driver's license and access to reliable, insured transportation required

Physical Demands

The physical demands described here are representative of those required to successfully perform the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Frequent sitting, standing, and walking
- Ability to speak and hear clearly in group settings
- Use of hands and fingers to handle supplies and educational materials
- Reaching with hands and arms
- Ability to lift and/or move up to 30 pounds

Salary & Benefits

- Flexible part-time schedule: 12-14 hours per week
- Mileage reimbursement
- Hourly rate commensurate with experience and qualifications

To Apply: Please submit a cover letter and resume to Caitlin Donohue-Vega, Health Careers Program Manager at cvega@esahec.org.