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## BI-STATE PRIMARY CARE ASSOCIATION Position Description

**Title:** Oral Health Project Coordinator  
**Reports To:** Program Manager, Workforce  
**Employment Classification:** Full Time; Salaried; Exempt  
**Directly Supervises:** None  
**Date Last Updated:** March 9, 2022  
**Current Incumbent:** To be hired

### **Purpose of the Position:**

The purpose of this position is to support oral health initiatives in New Hampshire and Vermont. The person in this role provides oral health workforce development, research, grant tracking, coalition support, and policy work in the area of oral health. This role includes a focus on engaging stakeholders within New Hampshire and Vermont and at the federal level, such as consumer advocates, community organizations, health care professionals, researchers and insurers to promote access to oral health.

### **General Description:**

Under the supervision of the Program Manager, Workforce and in accordance with Bi-State policies and procedures, the Oral Health Project Coordinator is responsible for conducting all day-to-day project activities. Activities include: participate in stakeholder policy meetings; attend and coordinate project management meetings; facilitate the execution and ongoing management of identified subrecipients and contractors to support the implementation of oral health workforce projects; coordinate oral health initiatives in New Hampshire and Vermont; and review and research oral health policy proposals.

Bi-State is an equal opportunity employer, willing to provide reasonable accommodations for qualified individuals with disabilities. Employees who require accommodation to perform the essential functions and requirements of their positions should address questions or concerns with Human Resources.

### **Essential Duties:**

1. Develop, implement, and coordinate grants and projects related to oral health.
2. Establish relationships with project partners, subrecipients, and contractors.
3. Serve as the key contact for subrecipients and contractors, monitor performance and provide technical assistance, feedback, and support as needed to assure performance goals are met.
4. Research and develop knowledgebase and resources, as appropriate, related to best practices and workforce models that enhance the delivery and integration of oral health and dental care with other services in health centers and community-based settings.
5. Prepare, disseminate, and present information to members and stakeholders about oral health workforce projects and results; use judgement to determine most effective methods for dissemination.
6. Identify, recommend, and cultivate collaborating partners to enhance oral health initiatives.
7. Lead and support peer-to-peer member networking committees as assigned.
8. Develop protocols and tracking tools for oral health projects, as needed.
9. Support the Program Manager, Workforce and Senior Director, Workforce Development & Recruitment to track and monitor project budget expenses on an ongoing basis. This includes analyzing and reporting on monthly budget variances.

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10. Prepare and coordinate internal and external reporting in accordance with organizational needs and grant requirements.
11. Attend Bi-State's scheduled All Staff meetings, as well as other meetings as appropriate and as requested.
12. Maintain positive internal and external communication with Bi-State's staff, members, and Board of Directors.
13. Actively serve as an ambassador from Bi-State to the community, building collaborative connections, and looking for opportunities to increase income for the organization. In coordination with your supervisor, identify, cultivate, solicit, and provide stewardship to potential and current donors and sponsors; develop opportunities for fee-for-service consulting; write grants; promote the group purchasing program; and look for opportunities to attract new members and strengthen relationships with existing members.
14. Practice compliance with all applicable state and federal laws regarding Protected Health Information and Protected Personal Information data privacy, protection, and storage.
15. Understand the mission and vision of the organization.
16. Live the values of the organization: learning, integrity, responsiveness, and respect.
17. Other duties as assigned by your supervisor and/or the President and Chief Executive Officer and/or the Vice President of Policy and Strategy.

#### **Qualifications:**

##### Knowledge/Degree/License Requirements:

1. Four-year baccalaureate degree is preferred.
2. Experience in workforce planning and development in community-based settings preferred.
3. Knowledge of oral health and provider certification and training programs and/or recruitment and retention strategies is preferred.
4. Three-to-five years of relevant experience.
5. Grant management experience preferred.
6. Valid United States driver's license.

##### Skills Requirements:

1. Possess strong oral and written communication skills, including meeting facilitation.
2. Possess strong computer skills (Word, Excel, PowerPoint) and ability to use Bi-State systems.
3. Possess strong interpersonal skills to effectively work with the membership and public.
4. High level of independence and motivation and excellent judgment required as the incumbent will regularly exercise independent discretion.
5. Possess negotiation skills.
6. Ability to manage large projects/grants.
7. Ability to work independently and demonstrate flexibility.
8. Ability to work with multiple tasks simultaneously.
9. Ability to produce accurate, timely written reports using organizational systems.
10. Ability to meet deadlines.
11. Ability to maintain strict confidentiality.
12. Ability to understand and follow complex instructions.
13. Ability to respond appropriately and professionally to staff and members of the public in person, in written communication and on the phone.
14. Ability to interpret data and apply, as needed, to varying uses, such as grant application guidelines.
15. Ability to work well in fast-paced environment, juggle many priorities and handle stress in a professional and positive manner.

##### Physical Requirements:

1. Most time spent sitting, with up to one-third (1/3) of time walking or standing. There are no restrictions on ability to interrupt periods of sitting.

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2. Minimal lifting.

**Working/Environment Conditions:**

1. Climate-controlled office (when working on-site)
2. Quiet work environment

**Machines/Equipment/Tools Used:**

1. Computer
2. Telephone
3. Copy machine
4. Automobile

Please sign below to acknowledge you have received a copy of this Position Description and that you understand and are willing to fulfill the position as outlined.

\_\_\_\_\_  
Current Incumbent Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Incumbent Name (Please Print)

\_\_\_\_\_  
Supervisor Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Please Print)