New Haven Public Schools is expanding its School based Dental Clinics as part of School Health Center program in 5 schools. The dental hygienist, with some additional support, will prepare the dental clinics, enroll students in the program, serve students needing preventive care and refer those needing restorative dental care, and assist families needing insurance or a dental home.

**Dental Hygienist Position:** 35 hours/week-August 28, 2016-June 21st^th^ 2017

The Dental Hygienist will be working with the Director of School Health Centers and dental team to operate our dental program “Smile New Haven!” in five schools. He/she will assist in updating policy and procedures for the clinics, developing dental encounter/billing forms, order supplies/materials for dental clinics, promotional materials and forms for parents and staff and will provide preventive dental care to enrolled students (cleanings, screens, fluoride treatment. Sealants and x-rays).

Additional responsibilities include data collection and entry for program and billing needs, enrolling families, health education and referrals, assisting with purchasing dental equipment/supplies, setting up clinic spaces, meeting licensure and DPH reporting, licensure and operational requirements and building relationships with community dental providers, school staff, students and families to ensure this pilot is well implemented with the necessary support and satisfaction of the school community and families.

**Key Qualifications:**
- CT licensed Dental Hygienist and at least 2 years experience working as a dental hygienist in CT
- At least 1 year working with children
- Ability and preferred experience working as a hygienist in a school setting and using mobile dental equipment
- Preferred: Experience/knowledge about school health centers, data collection/management and billing of clinical services
- Preferred: Knowledge of SHC policies and procedures and State regulations for SHC and/or school dental clinics,
- Knowledge & experience with preventive dental health procedures and teaching oral health
- Working knowledge of excel, word, and data reporting (graphs, data summaries, etc.)
- Experience working with school staff and parents around program implementation (scheduling, following school/protocols, negotiation)
- Highly organized and proven ability to work well independently
- Proven ability to multi-task and meet deadlines with little direction/oversight
- Must have reliable transportation and drivers license
- Must have excellent written and oral communication skills

**Education:**
- CT Licensed Dental Hygienist- Completion of required training (screening) by Ct Dental Partnership (for billing)
- Must be CPR certified and have provider NPI as Dental Hygienist
Preferred: Fluent in Spanish

We will be accepting letters of interest through August, 2016 or until the position is filled. If interested, please send your resume and letter of interest to Sue Peters, New Haven Public Schools at the following address, and feel free to contact me with any questions.

Sue Peters, APRN, MPH
Director: School Health Centers
Sue.peters@new-haven.k12.ct.us
203-946-4860