



## Summary

The Oral Health Network Coordinator will be responsible for further developing, implementing, and coordinating the grant-funded oral health project to establish the SC Oral Health Action Network. This contractual position will work in collaboration with the South Carolina Department of Health and Environmental Control's (SCDHEC) Division of Oral Health (DOH) and the Center for Community Health Alignment (CCHA).

## Duties

1. Build relationships with and engage oral health stakeholders in South Carolina towards achieving the goals outlined by the State Oral Health Plan.
2. Assist with development and implementation of the statewide Network comprised of oral health and leaders from related sectors whose goals include advancing the state plan, and strengthening coordination and expansion of oral health improvement activities through:
  - a. Coordinating, participating in, and/or facilitating meetings with internal and external stakeholders to further inform the development of the Oral Health Action Network.
  - b. Organizing additional stakeholder engagement and/or other processes identified as next steps.
  - c. Creating and/or assisting in creation of various materials and deliverables (e.g., communication materials, reports, summaries, etc.) in collaboration with the Network Communication Coordinator.
  - d. Documenting and synthesizing feedback, meeting notes, and other materials related to planning and development.
  - e. Monitoring progress in accordance with timeline and communicating any concerns or changes needed with partners.
  - f. Contributing and co-creating ideas to support ongoing oral health advancement plans and development.
3. Assist the Center for Community Health Alignment training team with quality improvement of the Oral Health for CHWs curriculum and delivery of this training to additional community health workers in South Carolina.
4. Maintain and organize up-to-date information around matters related to oral health in South Carolina through networking, monitoring reliable information sources, and/or utilizing other tools, as needed, to support identification and awareness of issues that may affect the accomplishment of the SOHP goals.
5. Partner with DOH personnel and other stakeholders in the development and implementation of Network engagement strategies that include:



- a. Co-developing meeting agendas according to SOHP goals.
  - b. Coordinating timeline development for specific goals and providing oversight of the timeline, including facilitating adjustments when reasonable.
  - c. Maintaining records of all important information and member requests to ensure documentation and follow-through as needed.
  - d. Scheduling additional meetings as needed to ensure current goals are accomplished within the appropriate timeframe.
6. Share information about oral health, including funding opportunities, educational tools, trainings, and other resources with partners and external stakeholder organizations when appropriate.
  7. Participate in conferences and other stakeholder meetings as appropriate to build and maintain relationships.

#### REQUIRED KNOWLEDGE/SKILLS/ABILITIES

1. Masters in Public Health, Social Work, or related field
2. Experience in program development
3. Ability to communicate effectively (orally and in writing) and build relationships with diverse groups of stakeholders in communities, community-based organizations, public health, and healthcare systems.
4. Understanding of and ability to communicate the importance of oral health and its role in overall health.
5. At least one year of professional experience coordinating and/or facilitating groups.
6. Ability to manage multiple responsibilities and work independently.
7. Effective organizational skills, time management, and attention to details.
8. Flexibility with scheduling and ability to travel statewide.
9. A valid driver's license.
10. Proficient in Microsoft Office

#### PREFERRED QUALIFICATIONS

1. Knowledge of ongoing oral health efforts and systems in South Carolina.
2. Knowledge of existing oral health entities and stakeholders in South Carolina.
3. Familiarity with the SC State Oral Health Plan.
4. At least one year of professional experience navigating relationships between organizations.