

Kent County Council

Job Description: *Oral Health Improvement Support Assistant*

Directorate:	Adult Social Care and Health
Unit/Section:	Public Health
Grade:	KSD
Responsible to:	Public Health Specialist

Purpose of the Job:

- Provide professional support and assistance to the supervised toothbrushing team, undertaking project activities and sharing good practice to ensure the smooth running of the service.

Main duties and responsibilities:

- Providing high quality professional support as required to the following:
 - supervised toothbrushing team.
 - Promoting the work of the supervised toothbrushing team.
 - Creating & maintaining accurate training and contact records.
 - Coordinating training sessions & all associated admin.
 - Coordinate training resources & equipment
 - Update & maintain accurate records related to supervised toothbrushing.
 - General administration duties to support the supervised toothbrushing team.
- Ensure effective communication verbal/written communication with stakeholders & staff on all matters relating to supervised toothbrushing programme at all times, incorporating tact, empathy, consideration, courtesy and confidentiality. This will include verbal, written and electronic media.
- Organising supervised toothbrushing training for organisations ensuring that all relevant persons who need to be informed of training are contacted in a timely manner.
- Act as the first point of contact, responding to wider healthcare community, external organisations including early years settings, community settings and the public regarding enquiries and matters arising from the running of the supervised toothbrushing programme.
- Ensure acceptable standards of data protection are maintained in accordance with the Data Protection Act and comply with all Council policies and procedures
- Provide support for a range of administrative tracking systems, including monitoring the supervised toothbrushing programme as directed, finance and ensure follow up and relevant action is taken as necessary.
- Meet regularly with the Supervised Toothbrushing team and actively participate in service and team development.
- To maintain own level of competency and attending relevant update courses.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Oral Health Improvement Support Assistant*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Demonstrated efficiency in English and Maths• NVQ Level 3 in Business Admin or equivalent level of experience.
EXPERIENCE	<ul style="list-style-type: none">• Experience of working in a professional environment• Relevant experience of working as an admin and clerical officer or equivalent
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent interpersonal skills and communication skills with the ability to communicate effectively with a variety of people• Excellent administration skills, including typing, and a confident telephone manner• Enthusiastic, motivated, and organised with a proactive and flexible approach.• Ability to prioritise work to meet required deadlines.• Ability to work on own initiative and as part of a team to produce required end results.• Ability to maintain confidentiality• Able to provide effective training to help introduce and support procedures for processing information• Demonstrate ability to pay good attention to detail, reliably check and record data, identify anomalies and be able to self-check completed work.• Show willingness to develop themselves by taking advantage of any appropriate training and development opportunities.• Ability to travel to locations to meet the requirements of the service (e.g. across Kent, to include rural areas).
KNOWLEDGE	<p>Clear and effective communication skills both oral and verbal</p> <p>Excellent IT skills with a working knowledge of Microsoft Office packages particularly Word, Access, Excel, and PowerPoint.</p> <p>Knowledge and understanding of spreadsheets</p> <p>Awareness of Data Protection Act and confidentiality issues</p> <p>Knowledge of project management</p>
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve

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| | <ul style="list-style-type: none">• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> |
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