

Kent County Council

Job Description: *Oral Health Improvement Coordinator/Trainer*

Directorate: Adult Social Care and Health

Unit/Section: Public Health

Grade: KSG

Responsible to: Public Health Specialist

Purpose of the Job:

Responsible for the planning, implementation, delivery and evaluation of supervised toothbrushing programme in early years settings, schools, community settings and for ensuring appropriate auditing and evaluation mechanisms are in place to measure its effectiveness.

Main duties and responsibilities:

- Responsible for project management including the planning, implementation, delivery and evaluation of local supervised toothbrushing programme and development of appropriate materials.
- Responsible for the development and provision of training to upskill staff working in schools, early years and community settings in order to promote and deliver supervised toothbrushing with confidence.
- To quality check oral health promotion practices (supervised toothbrushing) in early years settings, schools and community settings to ensure that practice is completed in line with training provided.
- Support a variety of early years settings, schools and community settings across Kent to embed oral health promotion (supervised toothbrushing) within their settings and in line with best practice.
- Ensure that supervised toothbrushing programme are focused on target population.
- Identify appropriate measures of targeting groups identified within the supervised toothbrushing programme.
- Ensure effective marketing and communication systems are embedded in the service. This includes the use of digital approaches to engage with target group and partner organisations.
- Establishing and building strong working relationships with partner organisations and Kent County Council teams, to include liaising with statutory, voluntary and community organisations.
- Work in partnership with the public health team and all other health professionals on oral health promotion.

- Utilise the advice and guidance of Kent Community Health Foundation Trust (KCHFT) to ensure the supervised toothbrushing programme is in line with evidence based and best practice.
- Be aware and remain informed of current evidence and research regarding child oral health, including local and national data.
- Understand what constitutes good oral health and the inequalities experienced by some children and families relevant to oral health and access to services.
- Present and communicate oral health information in a range of formats to all stakeholders, related groups, parents/carers/guardians and forums on key oral health issues.
- Support, review and update associated supervised toothbrushing website.
- Maintain competencies relating to oral health promotion.
- Work with staff and colleagues to establish and develop a flexible team approach delivering a quality service

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 Coordinator/Trainer*

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">• Good general education with evidence of literacy and numeracy• QCF Level 4 qualification in relevant subject (early years, dental health, public health)
EXPERIENCE	<ul style="list-style-type: none">• Experience of working in different settings and with different organisations• Experience of encouraging, motivating and supporting participation• Experience of giving presentations
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent interpersonal, oral and written communication skills• Ability to promote effective toothbrushing technique• A strong interest in, and enthusiasm for supporting health improvement/health and wellbeing (during the early years)• Commitment to undertaking CPD in the areas of oral health improvement/Infection Prevention Control in order to meet requirements of the role• Demonstrable excellent organisational skills• Ability to work on own initiative and as part of a team to produce required end results.• Ability to prioritise tasks and work to tight deadline• Ability to learn new work based skills• Evidence of good persuasive and motivational skills• Positive outlook and self-motivated• Commitment to team working• Commitment to succeed• Ability to work with groups• Ability to form professional relationships with key representatives• Ability to use ICT systems including Excel, Word and PPT• Ability to travel to locations to meet the requirements of the service (e.g. across Kent, to include rural areas).
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of EYFS curriculum/framework and links to oral health improvement provision/approaches• Knowledge and understanding of different types of early years provision• Understanding of the aims and objectives of the supervised toothbrushing programme
KENT VALUES AND CULTURAL	Kent Values:

ATTRIBUTES	<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 • 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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