



Cooperative Education Sample Co-op Job Description

Position Title. Oral Health Coordinator

Location. Boston, MA

Type of Industry. Hospital/Clinic

Job Type. Full-time

Employment Type. Undergraduate Co-op, U.S.A

Term Year. Spring Term 2015

Number of Openings. 1

Wage. \$15.00/hour

Company Description. Since its founding in 1985, Boston Health Care for the Homeless Program (BHCHP) has been driven by a singular, powerful mission: to provide and assure access to the highest quality health care for Boston's homeless men, women, and children who face daily threats to their health and well-being through increased exposure to illness, injury, and disease. Amid the chaos of homelessness, health care often becomes a distant priority, allowing preventable illnesses to go undetected and minor symptoms to escalate into avoidable health crises. A nationally recognized model of innovative health care for homeless patients, BHCHP provides medical, dental, behavioral health, and supportive services at over 80 clinic sites across greater Boston through the work of its multidisciplinary health care teams.

Major. Health Sciences, Nursing

GPA. 2.00 minimum

Minimum Experience. Sophomore

Qualifications.

- Strong interpersonal and communication skills
- Ability to self-direct and manage individual projects
- Basic computer skills
- Interest in working with vulnerable populations
- Bilingual ability a benefit

Hours. Flexible. Dental clinic hours are M–F, 7:00 a.m. to 3:30 p.m. Hours may change according to site and project. May include occasional evening hours.

Position Description. This is a new, innovative cooperative education position specially designed for students from Bouvé College of Health Sciences to develop oral health core clinical competencies in primary care. The student will be based in the BHCHP Dental Department, providing an



Innovations *in* Oral Health

excellent opportunity for interprofessional collaboration to improve oral health for vulnerable populations. The Oral Health Coordinator will focus on strengthening BHCHP's medical and dental integration in a patient-centered medical home model. This unique cooperative education role will support current efforts in integrating oral health and primary care. The candidate will also develop and implement new projects. The student will be based at our main location and will also have the opportunity to collaborate with dentists, dental assistants, primary care providers, nurses, case managers, and others at several outreach sites.

The Oral Health Coordinator will be an integral team member in a program-wide effort to improve medical and dental integration. The Oral Health Coordinator will work under the direction of the Associate Dental Director and the Associate Medical Director and will assist with both direct patient care and administrative support.

Clinical and administrative duties:

- Assisting with oral health evaluations and risk assessments
- Performing oral health evaluations and risk assessments
- Chairside dental assisting
- Developing patient education tools
- Educating patients, including parents and children
- Applying fluoride varnish
- Calling patients to confirm, schedule, or reschedule appointments
- Collaborating with medical and dental providers, as well as other health care team members
- Following up with patients who need referrals or additional care
- Participating in medical and dental integration team meetings
- Developing resource and referral networks for use at medical sites
- Designing and conducting a survey of patient needs at outreach sites
- Recording patient information into the electronic medical record
- Organizing oral health fairs at outreach sites
- Performing other duties as needed