

**Number: GR000688**

Date: October 11, 2009

A completed TCC employment application must be submitted to Human Resources, Administration Bldg., 444 Appleyard Dr., Tallahassee, FL 32304-2895 or email [humres@tcc.fl.edu](mailto:humres@tcc.fl.edu). Résumés are supplemental to the application. No supporting documents will be accepted after the release of applications to the Hiring Authority. Human Resources hours: 8 A.M.- 5 P.M., Monday- Friday.

**Click the link below to access the TCC Staff Application.**

[www.tcc.fl.edu/about\\_tcc/human\\_resources/employment/vacancy\\_information/tcc\\_employment\\_applications](http://www.tcc.fl.edu/about_tcc/human_resources/employment/vacancy_information/tcc_employment_applications)

**\*\* APPLICATION DEADLINE: Friday, October 23, 2009 at 5 P.M. \*\***

If you need an accommodation to participate in the application/selection process, please notify Human Resources (850) 201-8510, TDD (850) 201-8491 or FL Relay 711.

**TITLE: HUMAN SERVICES PROGRAM CONSULTANT/RECRUITMENT & RETENTION COORDINATOR**

**DEPARTMENT:** Department of Health/Division of Family Health Services, Public Health Program

**MINIMUM SALARY:** \$34,631 annually; additional salary commensurate to education and experience (funding under fiscal year contract between DOH/TCC)

**HOURS:** 8 a.m. - 5 p.m. Monday - Friday

**CONTACT:** Human Resources (850) 201-8510, Fax (850) 201-8489, Fax 201-8489 or Website [www.tcc.fl.edu](http://www.tcc.fl.edu)

**MAJOR FUNCTIONS:** The person filling this position will be responsible for investigating, planning, developing and implementing oral health recruitment, retention, volunteer and referral network activities for the state of Florida. Assists the Oral Health Florida Coalition with strategies for implementing the State Oral Health Improvement Plan for Disadvantaged Persons. Provides assistance in routine operation of the Public Health Dental Program and assists with oral health education and preventive activities. Develops white papers, factsheets, strategies and action plans for specific dental issues. Seeks grant opportunities and assists in preparation of grant applications. Travels by car to multiple areas of the state to perform training and give presentations, which may on occasion require overnight stays. Performs other duties and responsibilities as assigned or required.

**MINIMUM TRAINING/EXPERIENCE:** Requires a minimum of an associate's degree in dental hygiene or dental assisting; or a bachelor's degree.

**SUCCESSFUL APPLICANTS WILL DEMONSTRATE THE FOLLOWING:** The person filling this position must demonstrate good management and interpersonal skills, as well as good research and writing skills, understand contracts, and must be able to produce documents and reports within a deadline. Must be skilled in the use of Microsoft Office applications including Word, PowerPoint, and Excel. Must be able to plan and develop programs and must have the ability to motivate people to act. Demonstrated knowledge of dentistry and dental public health. Ability to follow written instructions, communicate effectively verbally and in writing. Ability to plan, organize, and coordinate work assignments and make independent judgments. Ability to work with users of varying technical expertise and have good organizational, public speaking social perception, and problem solving skills. Ability to obtain or have a valid Florida driver's license and have good motor vehicle driving skills as some travel is involved.

**PREFERENCE:** **Preference will be given to applicants with experience working with a public health, oral health or related program.** Preference will also be given to veterans and their spouses who are eligible under the Veterans' Preference Law. At time of application, submittal of Form DD214 is the minimum requirement for veterans' preference claim.

**\*\*\* An Equal Opportunity/Affirmative Action Employer \*\*\***

Equal Opportunity will be afforded regardless of race, color, religion, national origin, political affiliation, age, an individual's disability, gender, or marital status. All persons are encouraged to apply.