

Number: GR000689

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. 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

**** 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: PROGRAM CONSULTANT/EDUCATION & PREVENTION SPECIALIST

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

MINIMUM SALARY: \$41,105 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

MAJOR FUNCTIONS: The person filling this position will be responsible for investigating, planning, developing and implementing oral health education and prevention activities for the state of Florida, to include, but not limited to: Investigating, planning, developing and implementing oral health education and prevention activities for the state, enlisting community resources and promoting community support of oral health education and preventive programs; integrating oral health activities into DOH general health programs including providing related technical assistance to county health departments (CHD); maintaining a statewide inventory of preventive and education activities; and developing and maintaining protocols, basic policies and procedures related to oral health preventive and education activities. Coordinates integration of oral health into other health programs such as chronic disease (e.g. heart disease, cancer, diabetes), women's health, minority health, school health and maternal and child health programs (e.g. WIC). Assists the Oral Health Florida Coalition in implementing the State Oral Health Improvement Plan for Disadvantaged Persons strategies. Assists in routine operation of the Public Health Dental Program, seeks grant opportunities and assists in preparation of grant applications. Assists with oral health recruitment and retention activities. Travel 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 (RDH) and one year of experience working with a public health program. A Doctor of Dental Medicine (DMD) or Doctor of Dental Surgery (DDS) may substitute for the required experience.

SUCCESSFUL APPLICANTS WILL DEMONSTRATE THE FOLLOWING: The person filling this position must be able to demonstrate public health and management experience and good interpersonal skills. Must be knowledgeable of dentistry and dental public health and general health issues. Must have the ability to plan, develop programs and motivate people to act. The person filling this position must demonstrate good research and writing skills and must understand contracts, and have the ability to produce documents and reports within a deadline. 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 in a dental public health 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.