



OKLAHOMA CITY AREA INTER-TRIBAL HEALTH BOARD JOB VACANCY ANNOUNCEMENT

Position: Dental Support Center Director
Location: Oklahoma City, OK
Open Date: February 3, 2014

Department: Dental Support Center
Status: Full-Time/Full Benefits
Close Date: Open Until Filled

Job Duties: The incumbent will provide overall direction to the dental support center under general guidance of the OCAITHB TEC Director. Duties include, but are not limited to: plans, initiates and promotes oral health clinical and preventive services; provides continuing dental education courses to Indian Health Service, Tribal, and Urban (I/T/U) dental personnel within the Oklahoma City Area Indian Health Service (OCA-IHS) area; provides technical assistance to Tribes and communities; assists in the development and administration of the budget; assists with and writes grant proposals for funding; composes and provides written and oral reports to stakeholders; participates on local, state, and national-level committees; develops surveys and collects data for the annual Dental Health Needs Assessment; coordinates with local organizations and I/T/Us to increase access to care for American Indian and Alaskan Native (AI/AN) children; assists with recruitment to fill dental vacancies, as needed, within the OCA-IHS; develops and maintains a Speakers Bureau to provide technical assistance to I/T/Us and national DSC programs, as requested; establishes and maintains effective working relationships with the state's oral health/dental programs and tribes in Oklahoma, Kansas, and Texas; collaborates with the OCAITHB Tribal Epidemiology Center on research, data collection, and analysis that pertains to oral health; establishes and maintains effective working relationships with other IHS Areas and IHS Dental Support programs; performs other related duties, as required.

Knowledge: Incumbents must possess the following: a thorough, working knowledge of the dental profession; the ability to identify and work with staff from tribes, tribal organizations, IHS, state health departments, federal agencies, and outside agencies to coordinate and develop oral health outreach activities and oral health survey analysis; the ability to use oral health data to prepare and review reports, tables, or publications for effective communication of related information to stakeholders.

Skills and Experience: A minimum of a baccalaureate degree from an accredited college in public health, dental hygiene, health education, health promotion or related field of work. A Master's in Public Health or related field is preferred. A minimum of three years' experience working in public health, dental public health, or health education will be considered a substitution for a master's degree. Public health experience in program administration, development, implementation, and evaluation is a plus. A strong background and experience in dental public health is preferred. The incumbent must possess the ability to communicate public health program issues related to oral health. He/she must have cultural sensitivity and the ability to work within the customs and traditions of various tribal groups. The applicant must possess strong knowledge and skills relating to Microsoft Word, Excel, PowerPoint, and MS Access software or the ability to learn new software applications quickly. The applicant must also be able and willing to travel and work irregular hours.

Supervisory Authority: Exercises supervisory responsibilities in accordance with OCAITHB's policies and bylaws; responsibilities include interviewing, recommending, and training employees, planning, assigning, and directing work, appraising performance; rewarding and disciplining employees, addressing complaints and problem solving.

Travel: In-state and out-of-state travel may be required to fulfill job requirements and training.

Equal Employment: Except for Indian Preference, consideration will be made without regard to any non-merit factors such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, membership or non-membership in any employee organization.

Reasonable Accommodations: Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when so doing would impose an undue hardship on the OCAITHB.

Conditions of Employment: 1. Full-time grant funded appointment (subject to grant continuation); 2. Applicant must possess and maintain a current State Driver's License; 3. Applicant must maintain dental hygiene license or other applicable license.

Evaluation of Applications: An evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. Measurement of possession of KSA's will be accomplished through review of the application form, the narrative statement related to the KSA's, employment interviews and reference check results. You are highly encouraged to substantiate written responses to the following KSA questions when completing your application. Failure to substantiate responses, exaggeration of qualifications, or misrepresentation of experience may result in a lower rating and diminish consideration for selection.

Ranking KSA's:

1. Professional knowledge of oral hygiene and dental disease prevention techniques.
2. Professional experience in planning, implementing, and monitoring oral health care programs/services.
3. Ability to meet, interact and build positive working relationships with a variety of tribes, organizations, and individuals.
4. Skills in project administration and management.

Application Procedure:

1. Review the entire Job Vacancy Announcement to compare your experience with job requirements.
2. Review the specialized skills/experience required for the position. If you possess the skills and experience required, be sure to describe this in your resume/application.
3. Review the Evaluation Methods section and submit narrative statements regarding KSAs with your resume/application.
4. All applications become the property of the Oklahoma City Area Inter-Tribal Health Board and will not be returned; therefore, all original documents and the completed application forms should be duplicated before submission. Required forms may be sent as email PDF attachments, faxed, hand carried, or mailed as a hard copy. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

5. Submit Application and KSA as follows:

- Mail: Oklahoma City Area Inter-Tribal Health Board, Attention: HR Department/DSC
P.O. Box 5826, Edmond, Oklahoma 73083
- Hand deliver: Oklahoma City Area Inter-Tribal Health Board
9705 N. Broadway Extension, Suite 150, Oklahoma City, OK 73114
- Fax: (405)840-7052, Attention: HR Department/DSC
Vacancy Announcement Position Title must appear on the cover sheet.
- Email: RD.Dickens@ocaithb.org
Vacancy Announcement Position Title must be included in the subject line of the email.

Additional Information Required with Application: Accompanying documents, such as resume, must contain all information requested below in sufficient detail to make a determination that the applicant is qualified for the position. Applicants for this position must meet certification, licensure, or registration requirements, if mandated by law, in addition to meeting work experience and/or educational requirements. Specifically, the information provided under high school, colleges and universities, work experience, and job-related training will be used to evaluate your qualifications for this position, in addition to your written KSAs narratives.

1. Position Title of the job for which you are applying.
2. Full name, mailing address (with zip code), and day and evening telephone numbers (include area code).
3. Social Security Number.
4. Country of Citizenship.

5. High School – Name, City, State, (Zip Code, if known), and date of diploma or GED.
6. College and Universities Credit/Degrees – Name, City, State, (Zip Code, if known), Majors, Type and Year of any degrees received (if no degree, show total semester or quarter hours earned).
7. Work Experience (paid and non-paid) – Job title, duties, accomplishments, employer's name and address, Supervisor's name and phone number, starting and ending dates, hours per week and salary.
8. Indicate if we may contact your current employer and supervisor.
9. Job-related training courses, skills, honors, awards, special accomplishments.
10. Verification of Indian Preference: applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defines by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). An equivalent form is acceptable only when issued by a Tribe authorized by P.L. 93-638 contract to perform the certification functions on behalf of the BIA. All applicants must submit documentation satisfying one of the above requirements by closing date of the announcement.
11. If the applicant is a Veteran, a copy of all DD-214 forms, one for each period of service, is required.
12. A copy of college transcript(s), or other educational attainment, listing college courses and credits earned, is required to receive appropriate credit for education.

This position is in a Smoke-Free Environment.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN STATUS, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or determination of suitability for employment.