

State of Connecticut
JOB POSTING

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY
DENTAL SERVICES COORDINATOR
Public Health Initiatives – Oral Health

Posting Date: October 28, 2014

Closing Date: November 19, 2014*

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Position Control Number: 110056TS **NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION**

Location: 410 Capitol Avenue, Hartford, CT

Shift/Hours: 1st Shift/ 35 hours per week

Salary Group/Range: HC 23/\$56,381* - \$76,420 (*New State Employees)

PREFERRED SKILLS:

- Extensive knowledge of current oral health practices and policies;
- Experience initiating, overseeing and coordinating statewide oral health programs and initiatives;
- Considerable interpersonal skills;
- Excellent oral and written communications skills;
- Experience working independently.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill, and Ability:

Considerable knowledge of dental hygiene; considerable knowledge of delivery of oral health and dental services for individuals serviced by the agency; knowledge of principles and practices of dentistry; knowledge of dental administration; knowledge of dynamics of persons with multiple disabilities; considerable interpersonal skills; oral and written communications skills; ability to utilize computer software.

EXPERIENCE AND TRAINING

General Experience:

Three (3) years of experience as a Registered Dental Hygienist with some experience working with the types of patients and/or clients serviced by the agency.

Special Requirements:

1. Incumbents in this class must possess and retain a license as a Registered Dental Hygienist in Connecticut.
2. Incumbents in this class may be required to travel.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184(if faxing, only one application is necessary)
EMAIL:dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY,
PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.**