The Healthy Smiles Academy (HSA) Program Manager is a part time position that involves working closely with site contacts to ensure the proper implementation of daily brushing. Responsibilities include contacting, coordinating, and implementing all aspects of the on-site brushing program. Additional duties include investigating potential brushing sites, maintaining the inventory of supplies, coordinating all logistics involved with a successful site launch, and working closely with students/participants, site staff, and volunteers. Strong communication, organizational, and public relations skills are required.

 This position offers the opportunity to impact the future oral health of children by teaching them the skills necessary to prevent future decay.

Other responsibilities of the HSA Program Manager include but are not limited to:

-Contact, coordinate, and implement all on-site brushing programs

-Investigate feasibility and challenges related to brushing program expansion

-Manage successful launch of brushing program sites, including delivery of supplies

-Oversee established brushing programs and communicate with site contacts for ordering and delivery of supplies

-Ensure proper access to working sinks for daily brushing

-Provide ongoing support and relationships with brushing program sites through site visits

-Maintain and order brushing program supply inventory

-Recruit and coordinate volunteers to aid in launch of brushing sites

-Provide oral hygiene presentations to brushing sites and community events

-Track and report program statistics

-Support the Tooth Truck as needed with special projects

-Attend special events and RMHC fundraisers as requested

-Fulfilling other duties as assigned

Desirable knowledge, skills, abilities, and personal characteristics:

- Ability to work in a team setting

- Understanding of service-oriented environment

- Interpersonal/human relations skills

- Ability to maintain standards of cleanliness

- Ability to interact with children

The HSA Program Manager reports to the Program Director of The Tooth Truck, Inc. It is an hourly, part time position, working up to three days per week. The HSA Program Manager is an employee of The Tooth Truck, Inc.

The Ronald McDonald Care Mobile was started by Ronald McDonald House Charities of the Ozarks in 2001 after the organization learned of the severe lack of access to dental treatment that area at risk children experience. "Tooth decay is the single most common chronic childhood disease." (Oral Health Initiative: A Report of the Surgeon General, May 2000). The Tooth Truck launched a daily Brushing Program for early childhood education students at one school in October 2011. The Tooth Truck works closely with site staff to facilitate participants brushing daily in the school or site setting. Our goal is to start teaching children at a young age the importance of good dental hygiene in order to achieve healthy, bright mouths and smiles. The program has impacted 7,200 at 35 different site locations. Information about the Ronald McDonald Care Mobile and Brushing Program follows.

* The Ronald McDonald Care Mobile of the Ozarks has been providing complete dental treatment and education for at risk children since July 2002. Since that time, 23,039 at risk children have been provided with 52,789 dental appointments valued at $14.1 million.
* The HSA Program Manager and volunteers will work with children in classroom settings, showing children how to brush, encouraging them while brushing, and helping them clean up when finished.
* The HSA Program Manager and volunteers educate children about flossing technique.
* All students in the classroom participate, regardless of their economic situation.
* Every student will be taught the fundamentals and the importance of oral hygiene.
* The Tooth Truck provides all dental supplies and storage, including a dental supply bag to go home with each child.
* New students throughout the year will immediately begin participation in the program.
* The goal is to see fewer cavities in these children as they grow.

For further information, or to apply for this position, contact Tooth Truck Program Director Mindy Muñoz at mindy.munoz@toothtruck.org.