



November 18, 2024

**PA Coalition for Oral Health Position Announcement:
Consultant for Dental Assisting Program Evaluation**

Position: Part-Time Consultant (20-30 hours/week), with potential for future staff position

Location: Remote, with occasional overnight travel within Pennsylvania (PA residency required)

Project Duration: December 1, 2024 - January 31, 2026

Compensation: Up to \$50,000 billed by monthly invoice

Overview:

Pennsylvania Coalition for Oral Health (PCOH) is seeking a dedicated and experienced consultant to assist in assessing and expanding dental assisting programs across Pennsylvania. This role will initially focus on Venango Technology Center's Dental Assistant program as a model for workforce development in underserved areas, then expand to look at the state as a whole, with a concentration in counties in Appalachia. This position is an outside contract position and will be paid through a 1099. No additional benefits are offered outside of direct compensation.

Project Overview:

The primary objective of this project is to evaluate Venango Technology Center's Dental Assistant program, including its structure, curriculum, resources, and outcomes. The consultant will also assess the program's alignment with community workforce and dental health needs. Based on this assessment, the consultant will help develop a written guide to support other communities in establishing similar dental assisting programs, particularly in underserved areas like Clarion County and northwest Pennsylvania.

Secondary objectives will include an environmental scan of the dental assisting programs in the state and identification of opportunities to expand. Analysis of the Department of Labor and Industry high-need occupations lists including the process of getting dental assisting added will also be expected. Lastly, the position is expected to assist PCOH with ongoing efforts to build a support system for high school students interested in dental careers.

The project's success will be measured by the development of concrete plans for at least one new dental assisting program in a targeted underserved region. This project addresses both workforce development and improved healthcare outcomes by expanding access to dental careers and reducing dental staffing shortages, which have contributed to long appointment wait times in Pennsylvania.

A permanent staff position at PCOH in 2025-2026 is a possibility for the right candidate, depending on funding and outcomes of the project. All current staff at PCOH will help support the background work and ongoing efforts of this project.

Key Responsibilities:

- Conduct an in-depth assessment of Venango Technology Center's Dental Assistant program, including program structure, curriculum, student outcomes, and available resources.
- Connect with regional partners, such as workforce development boards, career link organizations, and local dental societies.
- Evaluate how well the program meets the dental health needs of the community.
- Identify gaps and areas for improvement in the program, including unmet workforce needs.
- Develop a comprehensive guide (SOP) to assist other communities in establishing dental assisting programs.
- Provide recommendations for student recruitment, best practices, and potential revenue sources for sustaining new programs.
- Revise current list of dental assisting programs in the state.
- Publish a detailed report outlining the project findings and actionable steps for launching new programs in underserved areas that are applicable to the Appalachian regions of Pennsylvania.

Qualifications:

- Bachelor's degree or higher in education, public health, dental areas, or a related field.
- Proven experience in program evaluation, environmental scans, curriculum development, or workforce development.
- Familiarity with career and technical education programs, particularly in healthcare or dental fields, is preferred.
- Strong research, analytical, and report-writing skills.
- Ability to collaborate effectively with diverse stakeholders and community members.
- Experience with healthcare or workforce development in rural or underserved areas is a plus.
- Special consideration will be given to individuals residing in counties in Appalachia..

Requirements to Apply:

- PA residency
- Driver's license
- Reliable internet connection for online meetings
- Laptop computer and webcam
- Availability for at least 10 hours weekly during PCOH working hours of Monday-Friday, 8am-4pm

Application Process:

Interested candidates should submit a cover letter, resume, and a brief description or links to relevant project experience to Helen Hawkey, Executive Director, at info@paoralhealth.org. Applications will be reviewed on a rolling basis until the position is filled, no later than 12/15/24.

PCOH is an equal opportunity employer. We are committed to creating a diverse and inclusive workplace and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. All qualified applicants will receive consideration for employment without regard to these characteristics. We encourage applications from individuals of all backgrounds, including those from underrepresented groups.