

Job Description

Job Title: SOCIAL & COMMUNITY SERVICE COORD- ADVANCED (NM Dental Support Center Coordinator) - DOH
Job ID: 23179
Location: Albuquerque
Full/Part Time: Full-Time
Regular/Temporary: Sponsored Term

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Salary

The salary range for this position is \$16.37 min - \$29.10 max hourly (Pay Band 70). Offered salary is determined based on education and experience qualifications.

Agency Mission & Description

The mission of the New Mexico Department of Health is to promote health and sound health policy, prevent disease and disability, improve health services systems and assure that essential public health functions and safety net services are available to New Mexicans.

The Department will succeed in its mission by committing to and practicing these guiding principles every day:

Integrity that Builds Trust

Open & Respectful Communication

Consistent & Compassionate Service

Teamwork that Values Individuals

Pride in Leadership

Continuous Learning that Fosters Ongoing Improvement

Purpose of Position

To coordinate all activities associated with the New Mexico Dental Support Center Project.

Duties Include

Duties include but are not limited to: Collaborating with key partners on statewide oral health issues; establishing meaningful communication networks with dental educators and oral health providers' providing training and technical resources to oral health providers statewide; coordinating training and continuing dental education events; establishing and supporting a network of statewide dental prevention coordinators; and developing a dental public health orientation for oral health providers serving in rural areas and community health clinics.

Educational requirements

A Master's Degree in Public Health, Community Health Education and/or a related field of study is required for this position.

Please enter your education level on the Education and Work experience page of the application even when submitting a resume.

Experience

Three (3) years experience in Dental Public Health is required for this position.

The hiring agency may accept SPO authorized equivalencies for the required education and/or experience fields listed for this position.

Employment Requirements

Must possess and maintain a valid New Mexico Driver's License. Frequent in-state travel and occasional out of state travel may be required.

Supplemental Skills/Abilities

Excellent Writing, Communication, Organizational, and Group Facilitation skills are not required to qualify for this position but may be helpful. Microsoft Office Suite/Computer Application experience is not required to qualify for this position but may be helpful.

Bargaining Unit Position

This position is covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Working Environment

Work is performed in an office setting, exposure to VTD, extensive personal computer and phone usage. Ability to lift up to 50 pounds may be required for this position.

To Apply for this job:

State agency must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

1. Click the [Apply Now] button.
2. Please apply by: July 4, 2010.
3. Cutting and pasting a resume works best. You may also apply by completing the Work Experience section.
4. There are a series of questions that are different for every job. In order to receive full consideration for all your qualifications, be sure to answer all questions (do not skip any).
5. If you are a veteran or a disabled veteran, be sure to send your DD214 to: NM State Personnel Office, Applicant/Intake Section, 2600 Cerrillos Road, P. O. Box 26127, Santa Fe, NM 87505. If you receive confirmation of your veteran or disabled veteran status, please reapply for the position and indicate that you received confirmation. You will only need to submit your documents one time.
6. Remember there is no hard copy application. If you submit a resume directly to an agency and don't apply on-line, your application will not include the questionnaire answers for inclusion on the ranked list.

Agency contact for this position is: Mary Altenberg, HSB Bureau Chief, (505) 222-8671.

Send copy of Resume with supporting documents to:

DOH/PHD

Health Systems Bureau

Admin Unit

ATTN: Mary Altenberg, Bureau Chief

300 San Mateo Blvd., NE., Suite 902

Albuquerque, NM 87108

If you do not receive an email confirmation that you have applied successfully, please call the contact for this posting or the SPO Recruitment Bureau at (505) 476-7777, before the closing of the position being applied for.

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