

TITLE: Remember Nhu Dental Wellness Coordinator*

SUMMARY:

The role of the Dental Wellness Coordinator is to supply the strategic, administrative, and logistical support to assure the oral wellness of the children and youth of Remember Nhu. The Dental Wellness Coordinator will work alongside Remember Nhu's Director of Medical Care, Remember Nhu's Medical Wellness Coordinator, teams of U.S. medical and dental care providers and consultants, and the leadership of Remember Nhu.

The Dental Wellness Coordinator must be available to participate with dental teams on-site as well as the ability to organize, mobilize and train teams of providers to serve the children of Remember Nhu. Knowledge and experience in the dental profession, or short-term missions is a plus. The role must be carried out in a manner consistent with the guiding principles and values of Remember Nhu.

ESSENTIAL FUNCTIONS:

Assist the Director of Medical Care with the administrative and logistical support details that enable volunteer teams of dental professionals to facilitate implementation of the Health Care Initiatives.

- Assist in discovering the dental needs, resources, restrictions, (etc.) in the countries where Remember Nhu will first provide dental care.
 - Provide research, participate in on-site evaluations, dialogue with house parents and health coaches to gain an accurate assessment of the children's dental needs.
 - Make one or more annual on-site visits to evaluate and care for children in one or more of the countries where Remember Nhu has homes.
 - Monitor our system of dental records on all the children.
- Work with the Director of Medical Care to identify the issues and appropriate ways to provide culturally appropriate oral health education country-by-country.
 - Assist in the development of The Health Coach Information Book, training, monitoring and encouragement of the house parents and health coaches.
- Work with the Director of Medical Care to identify and establish a network of like-minded providers and organizations that can assist with the care of our children.
 - Work with the Director of Medical Care and the Director of Strategic Initiatives in recruiting, planning, and facilitating dental teams to educate and care for the children of Remember Nhu.
 - Plan, lead or send short-term medical teams to carry out the objectives of Remember Nhu's Dental Wellness Health Care Initiatives.

STATUS:

The Dental Wellness Coordinator will be considered a part-time staff member of Remember Nhu.

- This individual will be self-supported, that is, he or she will raise their own support and ministry (including travel) expenses with the endorsement of Remember Nhu.
- They will be personally responsible for medical insurance, retirement, and designation of withholding.
- Hours will be negotiated and flexible, focused on accomplishing the task, not a fixed schedule or number of hours.
- The Dental Wellness Coordinator will carry the authority of the Director of Medical Care and Director of Strategic Initiatives to the extent this person is carrying out the plans consistent with implementing the Initiative priorities, values and guidelines of Remember Nhu.

***There is flexibility as to how the duties are assigned or divided.**

- The Dental Wellness Coordinator position is a part-time role, coordinating the logistical and administrative details of medical and dental teams and the strategies.
- Under special circumstances the duties may also be carried out by an active volunteer.

REPORTS TO:

Initially the Medical and Dental Wellness Coordinator will report to the Director of Strategic Initiative, and through him to the Director of Medical Care. (To be re-evaluated as the organization grows and structures develop.)