



Job Title	Oral Health Community Health Worker (OHCHW)
Department	Oral Health
Reports To	Oral Health Business Manager
Classification	FT1.0 Non-Exempt (Hourly)
Date Reviewed	12/04/2025

POSITION DESCRIPTION

Responsible for improving access to dental care through community engagement, coordination of place-based dental services, and client support. This position is responsible for working collaboratively with HNKOP Community Health Workers and community partners to identify and register new clients, schedule appointments, and ensure seamless delivery of place-based and clinic-based oral health services. The CHW also provides case management to clients needing additional assistance navigating care and supports clinical operations by assisting the float dental assistant, as needed.

DUTIES AND RESPONSIBILITIES

1. Collaborate with CHWs to identify and engage new community partners in support of place-based oral health services.
2. Coordinate the registration of new clients for oral health services in community settings.
3. Schedule and confirm appointments for mobile or place-based dental care events.
4. Act as a liaison between the dental team, CHWs, and community organization to ensure efficient service delivery.
5. Provide ongoing case management and follow-up support to clinic and community-based clients identified as needing assistance.
6. Help clients overcome barriers to care, including transportation, health literacy, and access to resources.
7. Track client progress and update case notes in the electronic health record system.
8. Assist the float dental assistant with basic clinical and administrative duties, as needed, including patient check-in, preparation of materials, and maintaining cleanliness of the care environment.
9. Support documentation and data collection to ensure compliance with organizational and funding requirements.
10. Performs other related and/or necessary tasks assigned.

11. Attends and participates in staff meetings
12. Complies with HIPAA privacy and patient confidentiality policies and procedures.
13. Other duties as directed by the Oral Health Business Manager.

Physical Demands

1. Position requires prolonged sitting at a computer and/or while treating patients, some bending, lifting, stooping, and stretching.
2. May occasionally lift and/or move up to 50 pounds.
3. Good eye-hand coordination and manual dexterity sufficient to operate dental equipment, a computer keyboard, photocopy machine, telephone, and other office equipment is required. Employee must have normal range of hearing and eyesight.
4. The essential job functions for this position include but may not be limited to those listed in this job description. Employees hired for this position must be able to perform the essential functions of this job without imposing significant risk of substantial harm to the health or safety of themselves or others.
5. Driving of automobile for outside appointments and meetings.

Communication Demands

1. Frequent talking to patients providing education and guidance. Occasional talking to public regarding physicians, community agencies, and professionals.
2. Talking on telephone, training/giving instructions, receiving instructions, writing, and composing written language.
3. Ability to work with Native Hawaiian and greater Maui community in outreach

QUALIFICATIONS

Education/Certification

1. High school diploma or GED
2. Resident of Maui
3. CPR, AED, first aid certification
4. Experience in community health, outreach, or case management preferred

Skills/ Experience

5. Ability to work with Native Hawaiian and greater Maui community in outreach
6. Excellent interpersonal skills
7. Ability to function in a changing environment and perform diverse tasks simultaneously.
8. Capable of maintaining composure under stressful conditions.
9. Ability to work independently and as part of a multidisciplinary team.
10. Strong organizational and problem-solving abilities

11. Computer literacy
12. Organizational skills
13. Desire and willingness to collaborate with other departments within Hui No Ke Ola Pono

Other

1. Valid State of Hawaii Driver's License required with clean traffic abstract
2. Flexibility to travel locally to community partner sites and events
3. Current automobile insurance requirement on car being driven
4. Annual TB test required and hepatitis B series recommended.

The above information of this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential functions of this position.

EMPLOYEE:	DATE:
SUPERVISOR:	DATE:
EXECUTIVE DIRECTOR:	DATE: