



Oral Health Community Health Worker (OHCHW)

Department: Oral Health | **Reports to:** Oral Health Director | **Status:** Non-Exempt (Hourly)

The Oral Health Community Health Worker improves access to dental care by connecting Maui residents with clinic-based and community-based oral health services. This role works closely with Community Health Workers, dental staff, and community partners to engage clients, coordinate registration and appointments, provide follow-up and case management, address barriers to care, and support basic clinical and administrative activities as needed.

Key Responsibilities

- Build relationships with community partners and support place-based oral health services.
- Register clients and schedule and confirm dental appointments and community events.
- Serve as a liaison among clients, dental staff, Community Health Workers, and partner organizations.
- Provide case management, follow-up, resource navigation, and support in overcoming barriers to care.
- Maintain accurate case notes, documentation, and data in the electronic health record.
- Assist with basic clinical and administrative duties as needed.
- Protect patient privacy and comply with HIPAA requirements.

Minimum Qualifications

- High school diploma or GED; Maui residency.
- Experience providing dental assistance.
- Current CPR, AED, and first aid certification.
- Strong interpersonal, organizational, problem-solving, and computer skills.
- Ability to work independently and collaboratively in a changing, multidisciplinary environment.
- Ability to engage respectfully and effectively with Native Hawaiian and greater Maui communities.

Preferred Qualifications

- Community health, outreach, or case management experience preferred.

Additional Requirements

A valid State of Hawaii driver's license, clean traffic abstract, current automobile insurance, and flexibility to travel locally are required.

The position includes prolonged sitting, bending, lifting, stooping, and stretching; occasional lifting or moving of up to 50 pounds.

Driving to appointments and meetings.

Operating dental and office equipment.

An annual TB test is required, and the hepatitis B series is recommended.