



JOB DESCRIPTION

Position Title	: Healthy Kids Coordinator
Department	: Faculty of Dentistry
Report to	: Co-Director of CIPO
Reportee (if any)	: None
Location	: Faculty of Dentistry/Mobile Dental Clinics /Schools/Health Centres

I. Position Summary:

- Support the Collaborating Centre for Innovation in Population Oral Health (CIPO) by supervising clinical activities, leading mobile dental operations, and ensuring quality of care. The role also includes assisting the Co-Director of CIPO in daily project coordination and operational tasks.

II. Duties and Responsibilities:

- Supervise dental students during mobile dental clinics and school outreach activities.
- Gather and oversee the collection of data for research, quality improvement, or monitoring and evaluation.
- Ensure all clinical procedures follow Healthy Kids Cambodia, Cambodia Smile, and CIPO protocols.
- Conduct quality checks for infection control, clinical documentation, and treatment standards.
- Lead and coordinate mobile dental clinics, including patient flow, orientation, setup, and service delivery.
- Ensure equipment and instruments are properly maintained and prepared before each mission.
- Coordinate logistics for outreach trips (materials, supplies, equipment, transportation).
- Guide students during community work and ensure professionalism and safety.
- Work closely with CIPO team members, health centres, schools, and partners.
- Assist the Co-Director of CIPO in daily project coordination, operational tasks, and project reporting.

III. Minimum Qualifications and Requirements:

- Doctor of Dental Surgery (DDS) – Recent graduate (preferred 0–2 years experience).
- Clinical experience through internship or volunteer outreach is an advantage.
- Experience in community dentistry is a plus.

Skills & Competencies

- Good English communication (written and spoken)

- Strong interpersonal and communication skills.
- Good organisation and time-management abilities.
- Able to use Microsoft Word, Excel, and basic reporting tools.
- Committed to quality, safety, and community service.

Personal Qualities

- Responsible and reliable.
- Eager to learn and grow in public health dentistry.
- Positive attitude and willingness to support community work.
- Flexible, adaptable, and comfortable with field activities.