

This document is an example job description for dental providers working in teledentistry. It is intended to be adapted and updated to accommodate the needs of your organization. Organizations are responsible for knowing their state practice act and local/state policies before implementing teledentistry."

JOB DESCRIPTION BILINGUAL SPANISH/ENGLISH DENTAL NAVIGATOR

Job Title: Virtual Dental Home (VDH) – Dental Navigator
FSLA: Non-Exempt

JOB SUMMARY:

Under general supervision, assists in all aspects of patient care and treatment in community settings including: Head Start and Early Start Centers as well as for homebound, disabled, children. Arranges follow-up care for children seen by the RDHAP with participating dentists to ensure patients are properly diagnosed, receive necessary follow-up care and treatment, and documents referral follow-up activities. Assists RDHAP in keeping portable equipment and setup up to code according to OSHA standards. Collects records and data electronically for VDH project. Works with Program staff and families to schedule, identify and obtain parental consent for children who may be candidates for the VDH project. Instructs families how to access enrollment services for health coverage and explains health coverage program requirements and benefits. Attends monthly staff meetings and other RFHC staff events. Participates in quality improvement activities.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Assist as needed with patient care activities related to Virtual Dental Home Demonstration Project to include scheduling, confirmation telephone calls, retrieving/dispensing charts, filing x-rays, data input, arranging referrals and following up on referrals, providing oral health education as directed by the RDHAP.
- Assist, as needed with explaining to families and agency staff, the Virtual Dental Home Project policies/procedures as they relate to dental treatment, and research study.
- Assist clients as necessary to enroll in oral health care coverage or insurance.
- Assist clients to register for services including obtaining parental consent and authorization for treatment by someone other than the parent or guardian.
- Assist with taking and labeling dental radiographs and intraoral photos.
- Report supply needs in a timely manner according to established procedures.
- Work with RDHAP to clean, sanitize and maintain dental equipment
- Restock supplies, clean and maintain equipment as needed.
- Perform all other duties as assigned.

QUALIFICATIONS:

- High School Diploma or equivalent with training in a dental office
- Current BLS certificate required
- Bilingual Spanish/English required
- Knowledge of dental terminology and treatments
- Knowledge of general office methods, including electronic dental record.



- Ability to communicate effectively with staff and patients
- Ability to write accurate and clear documentation
- Participate in data collection for the Virtual Dental Home Project
- Apply patient management and time management skills
- Project a professional image
- Work in fast paced environment and maintain professional composure and demeanor
- Manage multiple priorities and projects simultaneously
- Knowledge about enrolling families in health plans in the county
- Ability to complete work assigned with limited supervision

Physical Demands:

- Position requires standing during the majority of working hours, bending and occasionally lifting and/or moving up to 25 pounds.
- Occupational exposure to blood borne pathogens may reasonably be anticipated. Personal protective equipment will be provided to reduce or eliminate exposure to routine or limited infectious agents. Hepatitis B Vaccine series completion is recommended.
- Frequent use of hands and fingers to operate a keyboard, mouse and telephone keyboard, and talk or hear.
- Specific vision abilities required by this job include, vision to drive, vision to walk, close vision, peripheral vision and ability to adjust focus.

JOB DESCRIPTION REVISIONS

This is not necessarily an exhaustive list of all responsibilities, skill, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. This job description replaces all previous job descriptions for this position.

Acknowledgment of Receipt

Employee Signature _____

Date _____