

**ST. DAVID'S FOUNDATION
JOB DESCRIPTION**

Job Title: Dental Intern

Reports To: Dental Operations Manager

DENTAL PROGRAM

The primary focus of the St. David's Dental Program is dental services for indigent children at Title 1 elementary schools in Central Texas who may not receive any dental care except on the St. David's dental vans. The St. David's Dental Program provides dental services at Title 1 schools eight hours per day, five days per week during the school year, so that the Dental Program can reach as many children as possible. Each dental van is staffed by professionals who operate full-time as a team, in order to maximize the number of children served and achieve optimal operational efficiencies. Because the delivery model is key to reaching as many children as possible, St. David's Dental staff must work five days per week and 40 hours per week.

JOB PURPOSE

The Dental Intern provides operational administrative assistance to the St. David's Dental Program. Primary responsibilities include, providing support to Clinical Teams on Dental Vans at elementary schools, providing on-site support at dental screenings at elementary schools, and performing data entry and quality assurance checks as needed. In addition, the Dental Intern will provide critical back-up support to Dental Program staff within Clinical and Operations. The performance of the Dental Operations Intern is evaluated by the Dental Operations Manager.

RESPONSIBILITIES

Clinical Duties

1. Greet and comfort patients, prepare patients for treatment, and ensure a positive dental experience for the patients.
2. Provide Oral Hygiene Instructions to patients.
3. Prepare operatories, and set-up instruments and supplies.
4. Maintain infection control through sterilization of instruments, operator turn-over, sanitation, and wipe-down of equipment.
5. Aid in running students to and from the dental vans.

Screenings

1. Provide support at and take supplies to screenings, including screening cart, patient chair, DDS chair and dental light to all screenings, approximately four days a week.
2. Set-up of screening dental equipment at specified location the day before or morning of screening.
3. Maintain supply of dental screening materials, including forms, mirrors, explorers, gloves and masks.
4. Ensure team has all needed electronic data prior to the screening.

5. Sterilize over 500 explorers per week.

Data Entry

1. Enter personal patient information of returned consent forms into the Dental Management Tool, (DMT), for schools screened.
 - a. Translate Spanish information into English and conduct outreach calls to parents to ensure patient information is accurate and update information as needed.
2. Scan and save patient charts into Opendent for each patient.
 - a. Update Patient information in Opendent to reflect the information entered into the Dental Management Tool, (DMT), and make edits as necessary.

SKILLS AND COMPETENCIES

1. Superior verbal, interpersonal, written, and listening communication skills, with proven ability to communicate information diplomatically, concisely and professionally with internal and external audiences.
2. Strong relationship skills, with the proven ability to work well with various personalities, both internally and externally.
3. Exceptional service ethic and skills, including effective interactions, responsiveness, resourcefulness, and follow-through.
4. Superior organizational, time management and multi-tasking skills, with the ability to successfully handle multiple priorities simultaneously.
5. Superior analytical skills, with demonstrated attention to detail, accuracy, and high-quality work.
6. Demonstrated ability to collaborate and effectively participate in a multidisciplinary team environment.
7. Self-motivated and proactive, with demonstrated ability to exercise independent judgment and initiative on projects.

REQUIRED QUALIFICATIONS

1. High school diploma or equivalent.
2. Ability to work at least two, 8-hours days Monday to Friday through Spring 2022. Days worked are somewhat flexible.
3. Dental Assistant Certification.
4. Willingness and ability to travel to multiple locations within Central Texas.
5. Fully vaccinated against COVID-19 unless a reasonable accommodation is approved by the Foundation.

PREFERRED QUALIFICATIONS

1. One year of experience in office administration or a dental/clinical office environment.
2. Bilingual in English and Spanish or other languages common in Central Texas.

PHYSICAL REQUIREMENTS

1. Demonstrated fine motor skills ensuring the safe handling and transfer of dental instruments, equipment, and supplies.

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2. Ability to walk to and from the school or clinic regularly to maintain patient flow for up to 4 providers.