



JOB DESCRIPTION: Donated Dental Services Program Assistant Virginia Dental Association Foundation (VDAF)

Purpose: The **Donated Dental Services Assistant** assists the Donated Dental Services Program Manager on a part-time basis. Donated Dental Services (DDS) is a year-round program that matches Virginians who are disabled, elderly or medically at-risk and cannot afford/access comprehensive treatment for severe dental problems with dentists and specialists that provide *pro bono* services.

Position Available: February 15, 2020 through date TBD

Anticipated Hourly Rate: \$15.00

Schedule and Hours: Monday – Thursday, between the hours of 9:00 a.m.-5:00 p.m.; 20 hours a week

Supervisor: Donated Dental Services Program Manager

Classification: Non-Exempt

Qualifications, Skills & Experience:

- Bachelor's degree in social work or other human services field or equivalent experience.
- 1 or more years of experience working in the Dental Safety Net or with similar populations. Curiosity and willingness to learn about the social and political issues related to dental care for low income and underserved populations.
- Ability to connect with a wide variety of people including impoverished patient populations and their families as well as dentists and office staff and colleagues in the office; this includes ability to demonstrate patience and compassion for persons seeking and receiving help while also maintaining professional boundaries. Diplomacy and positive interpersonal relations are desired.
- Excellent written and oral communication skills.
- Close attention to detail; well-developed organizational skills.
- Proficient with computers, databases, office machines and related technology.
- Ability to take initiative and work independently; good judgment in determining when to make independent decisions and when to involve supervisor and others.

Responsibilities include, but are not limited to:

- Conduct telephone and follow-up interviews with DDS applicants to determine eligibility.
- Provide volunteer DDS dentists and specialists with information necessary to consider DDS patients for treatment.
- Perform case management functions and assure that process goes well for DDS clients, dentists and laboratories.
- Provide outreach to increase participation in DDS program by volunteers and laboratories.
- Other duties as assigned by supervisor.

To Apply: Email your resume, cover letter and contact information for three references to Julie Ericksen, Program Manager, at ericksen@vadental.org. Only candidates who meet qualifications should apply.

About the VDAF: *Founded in 1996 as the charitable arm of the Virginia Dental Association, the VDAF provides access to dental care for underserved and under-insured Virginians. For more information, visit www.vdaf.org.*