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**JOB DESCRIPTION: Program Manager – DDS and GKAS**  
**Virginia Dental Association Foundation (VDAF)**

The **Program Manager** coordinates two VDAF programs:

- 1) Donated Dental Services (DDS) - 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; and
- 2) Give Kids a Smile!<sup>®</sup> (GKAS) - a children's dental access program that provides oral health education and dental services for underserved children, with most events occurring in February.

**Supervisor:** Executive Director

**Classification:** Exempt

**Qualifications, Skills & Experience:**

- Bachelor's degree in social work or other human services field or equivalent experience
- 2 years of experience in a social services setting providing program coordination and/or case management
- Ability to demonstrate patience and compassion for persons seeking and receiving help while also maintaining appropriate professional boundaries; diplomacy and positive interpersonal relations required at all times
- Experience and passion working with populations living at or below the Federal Poverty Level, seniors and disabled adults.
- Exceptional written and oral communication skills
- Close attention to detail; well-developed organizational and reporting skills
- Experience in grant reporting process, including program evaluation and data management
- Proficient with computers, databases, office machines and related technology
- Ability to take initiative and work independently with remote supervision; 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 intake 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
- Arrange DDS laboratory work, securing donations whenever possible. Authorize lab fee reimbursements.
- Perform case management functions and assure that process goes well for both DDS clients and dentists.
- Provide outreach to increase participation in DDS program by volunteers and patients.
- Serve as a resource to dentists/specialists planning GKAS events
- Collect data and maintain detailed records of volunteer hours and donations related to both DDS and GKAS
- Present detailed reports for DDS and GKAS, as required.
- Other duties as assigned by supervisor

**Salary Range:** \$50,000-55,000 depending on level of experience

**Benefits:**

This is a full-time position. The VDAF offers a very robust benefits package, including generous PTO, paid holidays, health insurance, life insurance options, and 401K/pension retirement plan with employer contribution.

The VDAF is an Equal Opportunity Employer committed to recruiting, employing, and promoting the best-qualified individuals. The VDAF aims to create an inclusive, safe working environment and welcomes applications from all qualified individuals. The VDAF does not discriminate based on race, ethnicity, religion, gender or gender identity, sexual orientation, age, national origin, marital status, disability, veteran's status, political affiliation, socio-economic status, or other applicable legally protected characteristics.

To apply, please submit a cover letter and résumé to Tara Quinn at [quinn@vadental.org](mailto:quinn@vadental.org). References will be requested from final candidates. No phone calls, please. All applications will be treated confidentially.

*Applications will be accepted until October 31, 2021.*