Dental Assistant

Staff –California Northstate University, Sacramento, California, USA

POSITION TITLE : Dental Assistant/Remote Kindergarten Oral Health Assessment Program Coordinator

REPORTS TO : Dr. Paul Glassman

CLASSIFICATION: Staff, Full time, 1.0 FTE, Non-exempt- Temporary (6-7 months)

EDUCATION : Dental Assisting experience

SALARY : $26/hour

POSITION SUMMARY:

This is a 6-7-month appointment that does not come with vacation pay or with health benefits.

California Northstate University (CNU) is seeking a Dental Assistant (DA) for the Remote Kindergarten Oral Health Assessment Program (KOHA). The DA will support implementation of the Sacramento County Remote KOHA Program. The DA will work as part of the program team to support remote oral health assessments for kindergarten students at participating schools. The position will collaborate with school personnel, CNU program staff, dental faculty, remote dental providers, staff to coordinate training and screening activities, support student assessment workflows, collect and document required oral health information and facilitate appropriate follow-up. The DA will also assist with development and maintenance of program workflows, training materials, documentation, and quality-assurance processes necessary to successfully implement the program across participating schools. This is a grant supported position; estimated 7 months.

Key Responsibilities include the following but not limited to:

- Work with Dr. Glassman and team to implement and maintain standardized workflows for remote KOHA.
- Participate in development and maintenance of program documentation, forms, tracking mechanisms, and training materials.

- Collaborate with participating school staff and the administrative assistant to plan training and coordinate screening days.
- Support onsite screening activities, including student flow, equipment readiness, technology readiness, and coordination with remote dental providers.
- Participate in initial and ongoing training related to the remote assessment platform, program workflow, equipment, documentation, and privacy requirements.
- Collect and document required oral health assessment information, including photographs and other screening-related information as appropriate to the program workflow.
- Review collected information for completeness and quality and communicate missing or incomplete information to appropriate program staff.
- Collaborate with dental faculty to support completion of remote oral health assessments.
- Assist with identifying and addressing workflow or technical challenges that arise during screening activities.
- Provide guidance and technical assistance to school staff regarding oral health assessment procedures and program workflows.
- Support training and education of school personnel and other participants regarding data collection, documentation, screening logistics, and follow-up procedures.
- Collaborate with the Administrative Assistant (AA) to support parental/caregiver consent and appropriate student participation.
- Maintain compliance with applicable privacy, confidentiality, and data-security requirements.
- Contribute to program tracking and reporting, including information needed to document participating schools, students served, consents obtained, and assessments submitted.
- Perform other duties related to successful implementation of the KOHA Program as assigned.

REQUIRED EDUCATION AND EXPERIENCE:

- Must have previous dental assisting experience. RDA license is preferred but not required.
- Current BLS or CPR certification.
- Completion of state required infection control training.
- Experience using electronic health records or electronic dental records.
- Proficiency with technology, including email, Microsoft Office, Google Docs, and webinar/virtual meeting platforms.
- Effective communication, organization, and problem-solving skills.
- Ability to work collaboratively with CNU team, school personnel, dental professionals, and students.
- Ability to work in a fast-paced environment while maintaining professional composure and demeanor.
- Ability to manage multiple priorities and projects simultaneously.
- Ability to work independently with limited supervision.
- Experience working in community-based settings and/or with children is preferred.

- Experience working with vulnerable or underserved populations is preferred.
- Bilingual English/Spanish preferred but not required.

PHYSICAL REQUIREMENTS:

- Position requires standing during the majority of working hours, bending, and occasionally lifting and/or moving equipment and supplies up to 25 pounds
- Frequent use of hands and fingers to operate a keyboard, mouse, telephone, and related technology.
- Ability to work in school and community-based environments.
- Specific vision abilities required may include vision to drive, walk, use computer equipment, and review digital records and photographs.
- Occupational exposure to bloodborne pathogens may occur depending on assigned duties. Appropriate personal protective equipment will be provided as applicable.

ADDITIONAL REQUIREMENT:

- Possession of a valid California Class C Driver's License
- Position requires use of personal vehicle for travel to school sites including transporting portable equipment and supplies.

APPLICANTS SHOULD SUBMIT:

- Letter of interest
- CV or resume
- Names, addresses, and telephone numbers of at least three (3) professional references who can be contacted by the Hiring manager and who can speak to a broad range of candidate's professional equalisations.

Please submit your cover letter, resume/CV, list of references, and any additional information to valerie.phillips@CNSU.edu OR hr@cnsu.edu. Review of applicants will begin immediately and will continue until position is filled.

Equal Employment Opportunity Statement:
California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status