

DENTAL PROGRAM COORDINATOR  
Position Description

POSITION SUMMARY

The Dental Coordinator is responsible for the overall coordination and functioning of the RCRC's Dental program. This entails direct facilitation of hospital-based dental services, arranging for staff and vendor dental inservices, and helping to facilitate and follow up on the oral hygiene needs of RCRC consumers.

DUTIES include, but are not limited to the following:

1. Develop, implement and maintain a hospital dentistry program:
  - a. Act as the primary liaison for referrals and screening between the regional center and involved hospitals, dentists and anesthesiologists.
  - b. Assist in updating hospital dentistry protocol as necessary.
  - c. Assist in the completion of consumer referral forms.
  - d. Coordinate with the primary care physician, dentist, anesthesiologist, residential provider and/or family, consumer and the RCRC Service Coordinator to obtain current and adequate preoperative information.
  - e. Coordinate with the above noted parties to schedule the time and date for the hospital services.
  - f. Work with the service Coordinator to ensure all logistics are in place to enable the consumer to attend the scheduled services.
  - g. Obtain the postoperative reports for the consumer's file.
  - h. Act as liaison between the hospital, consumers and residential providers to:
    - 1) Educate care providers on the proper referral process for hospital treatment.
    - 2) After dental procedure, follow-up with oral hygiene training as recommended to maintain the restorative procedure.
    - 3) Maintain a follow-up system to ensure services recommended in the reports from oral hygienists are implemented.
2. Facilitate the following trainings:
  - a. Training for RCRC staff in the scope of appropriate dental services and the referral process to access each. This should include dental desensitization and oral hygiene.
  - b. Training for residential service providers and community organizations regarding preventative dentistry for people with developmental disabilities.
3. Develop, implement and maintain a system of dental screening clinics:
  - a. Arrange for screening clinic site.
  - b. Consult with dental professionals participating in screening for dates and appointment times.
  - c. Assist in referral and scheduling of consumers to be seen in the clinic.
  - d. Participate with dentists and hygienists during the clinic.
  - e. Provide post-screening results and recommendations to consumers and their Service Coordinators.
  - f. Maintain a central file of all consumers seen in each clinic.

4. Miscellaneous Duties:
  - a. Maintain a master list of consumers and the status of their dental services.
  - b. Assist in activities to recruit, support and retain dental service providers willing to provide services to RCRC consumers. This includes both local and out-of-area providers.
  - c. Participate in the TACT program on an as-needed basis.
  - d. Participate in meeting and activities of the Statewide Task Force on Oral Health for People with Disabilities.
  - e. Other duties as assigned.

#### LICENSURE & EXPERIENCE

A current and valid license as a Registered Dental Hygienist issued by the California Board of Dental Examiners is required for this position.

The dental coordinator shall have at least two years of practical dental experience. Experience with individuals with developmental disabilities is not required, but is highly recommended.

#### SPECIAL SKILLS AND KNOWLEDGE

Knowledge of the clinical aspects of dental care, especially with implications for individuals with developmental disabilities is required.

Good organization skills, communication skills, follow-up and initiative are required, as is the ability to coordinate multiple projects simultaneously.

The ability to grasp administrative concepts and create meaningful operational plans, services and programs for consumers.

Knowledge of the dental resources and service providers in the Mendocino and Lake County service area is desirable.

#### OTHER

Travel, including overnight trips, may be required for this position.

#### SUPERVISION

This position is supervised by the Director of Clinical Services