



Dental Services Aide Future Smiles Dental Clinic

POSITION SUMMARY:

UA Little Rock Children International is an extension of UA Little Rock's commitment to service and community engagement. As Arkansas' premier metropolitan university, UA Little Rock is committed to the needs of the community by creating active links between the campus and community. Children International works with parents, the Little Rock School District and partners to offer educational, health, dental and family services for 3,000 children, kindergarten through high school. Children International's Future Smiles Dental Clinic has been providing comprehensive dental services to children since 2005.

The ***Dental Services Aide*** will assist in the provision of dental services activities to elementary and/or middle school students in the CI program and partner schools. The Dental Services Aide will report to the Dental Clinic Manager. This is a grant-funded hourly position effective August 2017 to June 2018 with a commitment of 14 to 18 hours per week as needed (Must be available Monday – Thursday between the hours of 8 a.m. and 2 p.m.). Salary is \$12/hour. Position is renewable yearly based on performance.

JOB DUTIES AND RESPONSIBILITIES:

- Transport and supervise students from partner schools to dental appointments in UA Little Rock CI van
- Collect, maintain and transport consent forms and correspondence from partner schools to the Future Smiles Dental Clinic
- Support partnerships with and foster relationships with school staff at partner schools
- Assist with dental screening and other UALR CI health services programs and activities at schools and in community
- Prepare and maintain program records through data entry, as assigned
- Other related duties supporting Future Smiles Dental Clinic, as assigned

KNOWLEDGE, ABILITIES, & SKILLS:

- Must be able to pass criminal background check and drug screening
- Valid Arkansas driver's license & ability to drive large passenger van to transport children
- Positive attitude with peers and children
- Ability to supervise and manage groups of children
- Strong communication skills
- Experience with Microsoft Excel and Word
- Experience with dental or health related field preferred

MINIMUM EDUCATION AND EXPERIENCE:

- Minimum of high school diploma plus two-years of college coursework or experience working in health-related field; demonstrated commitment to working with diverse constituencies.

TO APPLY:

E-mail a resume and letter of interest to Jolene Perkins @ jkperkins@ualr.edu
Questions? Call 663-5541. Position will be kept open until filled.