

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED DECEMBER 2023
RANGE: 39
CLASSIFIED
CODE: 2

CHILDREN'S DENTAL HEALTH NETWORK SPECIALIST

DEFINITION

Under general supervision the Dental Health Network Specialist will work in partnership with families, and State and federal funded preschools, childcare providers, and school sites to coordinate dental health screening services and education. The Dental Health Network Specialist will ensure the coordination of billing services with the treating dentist and staff.

EXAMPLES OF DUTIES

Provide access to pediatric dental services, which includes identifying and prioritizing individual, family, and children's needs;

ensure families are kept informed and included in all matters of dental treatments;

follow-up with pediatric and nurse dental referrals;

communicating appointments with families, providing resources, and payment options;

ability to navigate insurance providers, including MediCal Administrative Activities (MAA);

link childcare providers, individuals, children and families to services;

coordinate and participate in pediatric dental clinics and services for children enrolled in State and federal funded preschools programs, childcare providers, and school sites;

assist in the coordination and collection of data for the purpose of reporting and planning, including for MediCal Administrative Activities (MAA);

facilitate professional learning and presentations on dental education;

assist dental service providers with service claims, issues and concerns;

verify dental insurance coverage and benefit certification programs;

review report forms and other documents for accuracy and completeness;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Applicants should possess knowledge of pediatric dental health care issues, nutrition and oral health, child development services, case management, accessing community resources, and cultural awareness;

methods, practices, and procedures pertaining to insurance, preferred;

HIPPA compliance measures.

Ability to:

Establish and maintain a sense of trust and rapport with children, parents, childcare providers, and all stakeholders;

must be able to communicate effectively, both orally and in writing;

maintain patient confidentiality;

be able to multitask and demonstrate strong organizational and interpersonal skills;

make presentations to large groups;

be non-judgmental;

be culturally and linguistically sensitive.

Experience:

One (1) year of experience working with children and families for the purpose of helping them gain access to medical or social services.

A minimum of one (1) year of medical billing experience in an insurance setting or two (2) years of clerical billing experience in a medical setting.

Education:

Education equivalent to the completion of the 12th grade.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

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