

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED AUGUST 2026
RANGE: 42.5
CLASSIFIED
CODE: 2

CHILDREN'S DENTAL HEALTH NETWORK SPECIALIST II

DEFINITION

Under general supervision the Dental Health Network Specialist will work in partnership with families, school sites, State and Federal funded preschools, and childcare providers, to coordinate dental health screening services and education. The Dental Health Network Specialist II will ensure the coordination of billing services with the treating dentist and staff. Included but not limited to the management of data software programs, program data integrity, and weekly, monthly and annual reports.

EXAMPLES OF DUTIES

Under supervision, develop, organize, and maintain spreadsheets/reports on weekly, monthly, and annual child data for reporting and program planning purposes;

assist in the development of data collection and coordination;

perform internal audits of child dental records/files;

research and correct discrepancies related to the dental database information;

prepare a variety of Children's Dental Health Network program reports, summaries and presentations;

upload Children's Dental Health Network data reports to funder's systems;

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

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

may communicate appointments with families, providing resources, and payment options;

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;

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 dental database management and reporting;

schedule development and spreadsheet management;

computerized dental data reports preparation;

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;

communicate effectively, both orally and in writing;

maintain patient confidentiality;

multitask and demonstrate strong organizational and interpersonal skills;

make presentations to large groups;

answer site and program questions regarding dental data;

initiate reports as needed;

skillfully operate computer terminals;

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.

Two (2) years of responsible database management and reporting experience that includes experience with child dental data.

Education:

Education equivalent to the completion of the 12th grade Supplemented by coursework or experience in spreadsheets, database management, word processing and simple accounting procedures.

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.

CP: rn

7/24/2026

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