PROJECT LEADER (FOR ADULT DENTAL ASSISTANCE PROGRAM) [CODE PLADAP]

Do you want to make your community a better place to live by preventing disease, promoting wellness and protecting against health threats? Are you excited about being part of a team focused on making a difference? Do you like new challenges? Does work/life balance appeal to you? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. The Population Health Division is accepting applications for one contract (22.5 hours/week until funding ends) Project Leader to coordinate the Adult Dental Assistance Program for Boone, Campbell, and Kenton counties. This position will be based at our District office in Florence but may travel within our four-county district. Usual work hours are 22.5 hours/week sometime M-F between 8:00 a.m. and 5:00 p.m. We could be waiting for YOU!

Status: Part-Time, Temporary Contract Position (22.5 hours/week)
Pay Rate: $20.91 to $28.94/Hour (depending on prior experience)
Reports To: Oral Health Program Manager

Essential functions include, but are not limited to:

Program Coordination:
- Work with the Oral Health Program Manager and designees from the three Fiscal Courts to review and finalize eligibility requirements and consistent scopes of services to be covered by the program, and to address any other parameters.
- Maintain or update existing templates and spreadsheets with accurate information or develop new ones.
- Recruit potential dental providers to participate with the program.
- Interact and communicate with stakeholders and providers on a regular and consistent basis.
- Promote the availability of no cost dental services to the community in need.
- Review and approve applicants for participation in the program.

Screening of applicants:
- Screen potential applicants for eligibility using the criteria described in the scope of work.
- Utilize the application process that enables residents to apply on-line, by phone or in person.
- Review and approve applicants for participation in the program.

Coordination of care with local dental providers:
- Negotiate contracts with the dental providers, including an agreed upon set of services and reimbursement rate that will be consistent across all providers. The Project Leader will employ a system to track the applications received, eligibility status of applicants and the status of the dental assistance process.
- Once applications are approved for participation in the program, the Project Leader will be responsible for ensuring the appropriate dental provider receives the pertinent information and that the approved participant is aware of the steps to take to receive dental assistance. Once an approved participant is assigned a participating local dental provider, the communication process will begin and scheduling for appointments can occur. The approved clients will be in charge of scheduling their first appointment for an exam, radiographs and treatment plan. The dentist will send the treatment plan to the Project Leader for approval before beginning treatment. The Oral Health manager will oversee treatment plan approval.

Payment processing:
- Once services are rendered, local dental providers will submit invoices to the Project Leader detailing name of patient, an itemized list of services received and the itemized cost of each service. The Project Leader will review invoice according to treatment plan and authorization letter and then submit to the Health Department’s Administration and Accounting Division for payment. The payments will be mailed to the provider on a monthly basis within 60 days of receiving invoice as long as no discrepancies occur. The Health Department maintains accounting records according to the state guidelines and invoices, receipts and contracts are available upon request.

Program outreach and education:
- Provide oral health education promotional materials and presentations to community members as requested by supervisor.
- In addition, the program details including the application will be listed on The Health Department’s website, wwwnkkyhealth.org. Social media, including Facebook and Twitter will also be utilized to promote the program.
**Record keeping:**
- Maintain an electronic folder for each applicant and include the desired documents: program application, valid photo ID, proof of household income, proof of county residency, proposed treatment plan and copy of payment to dental provider.
- Maintain or update current processes that track applications received, applicant demographic data, application status, dental provider selection, treatment plan components, status of treatment, payments received, and any other identified pertinent information.
- Enter data into electronic dental records, spreadsheet or database as required.

**Other:**
- Independently complete initial orientation and annual update training as directed.
- Participate in meetings.
- Maintain and protect client confidentiality.
- Follow all local agency policies regarding dress code, timecards, travel, HIPAA, etc.

**Minimum Requirements:**
A valid, active driver’s license, reliable transportation and either of the following is required prior to appointment date:
- Associate’s degree in Program/Project Management, Business Administration, Healthcare Management, a discipline related to the project/program subject-matter or other closely related field from an accredited university/college plus 1 year of responsible full-time experience in a position involving project/program management, grant coordination, database systems
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

**Preferred Qualifications:**
Same as above plus:
- Prior public health experience.
- Dental background experience.
- Community outreach and education experience.
- Expertise in Excel, Google suite, databases

**To Apply:**
Please submit applications through CareerBuilder ONLY (www.careerbuilder.com).
We’re sorry but to be fair we have to discard paper applications, faxed applications, and e-mailed applications without considering them.
**For immediate consideration apply by 8/4/2021.**
If you’d like to wait, we’ll accept your application as long as the position is posted on CareerBuilder.

Please reference code PLADAP on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

NKY Health Human Resources – PLADAP1
Please visit our website at www.nkyhealth.org to view other opportunities to join our family.
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