



INTERNSHIP OPPORTUNITY – Dental Services

The intern will gain experience in mobile dental services and an awareness of the health care delivery system in rural areas.

AREAS OF OPPORTUNITY:

- Assisting staff with processing charts, documents, and forms
- Assisting patients with registration forms
- Working on Mobile Dental Unit or with portable dental equipment
- Working with diverse groups of patients
- Oral hygiene instruction
- Assisting the dentist and dental hygienist with paperwork
- Restocking dental supplies and sterilizing instruments

EXPERIENCE AND QUALIFICATIONS:

- Undergraduate or Graduate student in Dental Hygiene, Public Health, Health Information Management, Health Sciences or Health Administration
- Willingness to work in a non-traditional clinic which includes working on the Mobile Dental Unit or with portable dental equipment
- Must understand patient confidentiality and HIPAA policies
- Must possess excellent written and verbal communication skills
- Ability to work independently
- Ability to speak in front of small groups
- Familiarity with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Publisher)
- Ability to travel to other counties within the service area
- Possess the desire to work with diverse groups
- Preference will be given to applicants with medical and dental software experience

ADDITIONAL INFORMATION:

- Adherence to departmental rules and procedures must be followed; dress code, promptness, dependability, and professionalism.
- All internships are located at the Institute for Rural Health in Academic Complex 201. Transportation needs are the responsibility of the intern.

DURATION:

- Student must be available 15-30 hours per week for a semester.

CONTACT:

E-mail your application, transcript, and letter of interest to the Office Coordinator at sherra.coulter@wku.edu. Upon receipt of your materials, you will receive a confirmation e-mail. If selected for an interview, you will be contacted promptly for an interview. To learn more about our services, please visit our website at www.wku.edu/irh.