

## **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.

### **RESPONSIBILITIES:**

- Assisting staff with processing charts, documents, and forms
- Assisting patients with registration forms
- Assisting patients with instructions for oral care and or other dental treatment
- Working on Mobile Dental Unit or with portable dental equipment (sterilizing and organizing dental equipment)
- Working with diverse groups of patients
- 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, Health Administration, or related discipline
- Willingness to work in a non-traditional clinic which includes working on the Mobile Dental Unit or with portable dental equipment
- Must understand and comply to patient confidentiality and HIPAA policies
- Must understand and comply to Blood Borne Pathogens Overview 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) and REDCap
- 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.
- Dental interns must wear appropriate protective equipment (gloves, masks, eyewear, and clothing) to protect themselves and the patient, while working on the Mobile Dental Unit.
- All internships are located at the Institute for Rural Health in Academic Complex 200. 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](mailto: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. To learn more about our services, please visit our website at [www.wku.edu/irh](http://www.wku.edu/irh).