



**The Priscilla Graff Oien *Dental Assistant Training*
Program Specialist (PGODA):
Position Description**

The Oregon Academy of General Dentistry Foundation's (OAGDF) mission is "to improve dental healthcare delivery and the treatment and prevention of dental disease by conducting community programs and charitable initiatives". OAGDF was founded in 2018 by the Oregon Academy of General Dentistry (OAGD) whose mission is "to be the premier provider of continuing dental education in Oregon." Established in 1969 as a 501 (c) 6 corporation, OAGD has established the OAGD Foundation and the OAGDF Center where the Priscilla Graff-Oien Humanitarian and the Dental Assistant Training programs will be conducted. OAGD's continuing dental education (CDE) will also be held at the OAGDF Center. OAGDF and OAGD have enthusiastic, committed boards, and supportive staffs, including an Executive Director, a Program Manager, and an Operations Coordinator.

Position Description:

The PGODA Program Specialist will be the organizing and acting head on the PGODA program and will oversee both the administrative and instructional aspects of the program. This position will work in conjunction with members of the OAGDF Board and other OAGD association staff; and will report to the OAGD Executive Director. Specifics of this position include the following:

Position Qualifications:

- Licensed in Radiology
- EFDA Certified Dental Assistant
- 5+ years working experience as an EFDA Certified Dental Assistant
- Preferred experience in instruction

Position Responsibilities:

- Create a syllabus of the curriculum using the Essentials of Dental Assisting and DALE Foundation Courses that covers the following topics regarding the dental assisting profession:
 - Dental Anatomy
 - Infection Control
 - Radiation Health and Safety
- Collaborate with external entities to create a pathway for students to access The PGODA Program and then transition to other education opportunities
- Schedule class sessions for PGODA Program
 - Coordinate with OAGD Staff for rental space at the OAGDF Center
- Report to the OAGDF Board on progress of The PGODA Program
 - Collaborate on Mission, Goals, and Implementation of The PGODA Program



- Instruct all class sessions of The PGODA Program
 - Have the knowledge required to instruct on all topics
 - Create lesson plans and teaching materials for each topic and session
 - Create exams for the topics to assure proficient knowledge in each subject area, grade all assignments and exams
 - Be available to students for questions and additional support
 - Enlist guest lecturers of professionals to aid in instruction when warranted
- Record student progress through the entirety of The PGODA Program to gauge knowledge gained and skill base learned
- Adapt syllabus and materials for changes in dentistry and skills needed to assist in these changes.
- Receive and review student applications for The PGODA Program and coordinate selection committee, students for admission into The PGODA Program
- Coordinate outreach to Dental Practices/Centers/Clinics hosting The PGODA Program Interns to confirm hours, skills, knowledge, student efficacy during internship
 - Develop records system for internship management
 - Recruit and create relationships with internship practice locations
- Mentor students who may be falling behind on completion requirements.
- Upon completion of program and satisfaction of requirements, inform students and distribute Certificates of Completion for The Priscilla Graff Oien DA Program

Special Requirements:

- A flexible schedule: this position requires working occasionally on evenings and weekends
- Most hours for this position will be at the OAGDF Center located at 13333 SW 68th Parkway #010 Tigard, Oregon 97223

Job Type: 0.75 FTE to 1.0 FTE

To Apply email your CV and cover letter to STAFF@ORAGD.ORG