



**ORAL HEALTH KANSAS**  
ADVOCACY • PUBLIC AWARENESS • EDUCATION

**Mission:** To improve oral health in Kansas through advocacy, public awareness and education

**Vision:** Kansas is a national leader in oral health education, prevention and treatment

**Position Description**

<b>Job Title:</b> Dental Medicaid Facilitator	<b>Last Revision Date:</b> September 2024
<b>Reports to:</b> Executive Director	
<b>Project Description:</b> In October 2024 Oral Health Kansas is launching a grant project called “Pathways to Oral Health” to enhance access to and utilization of dental care for KanCare members with disabilities as well as address barriers caregivers encounter in delivering and supporting oral health care at home.  The project will include three major activity areas: <ul style="list-style-type: none"><li>• A campaign to help more dental offices accept Medicaid and treat people with disabilities. This will include a media campaign, technical support in learning about and enrolling to be a Medicaid provider, and educational programs including Project ECHO to increase providers’ confidence in treating people with disabilities.</li><li>• A campaign to promote usage of the <a href="#">Dental Passport</a> by dental offices and people with disabilities. This will include a media campaign, technical support for dental offices, and outreach to IDD service providers, family members/caregivers, and individuals with disabilities.</li><li>• Training programs for providers and consumers. This will include creating new educational videos about using <a href="#">adaptive aids</a>, bringing <a href="#">Project Accessible Oral Health</a> to Kansas for provider training, expanding the <a href="#">Feeling Good About Your Smile</a> educational program, and growing our outreach and training for other healthcare professionals about oral health and people with disabilities.</li></ul>	
<b>Job Description:</b> The Dental Medicaid Facilitator will launch a new program to increase dentist participation in the Kansas Medicaid program with a focus on providing care for people with disabilities. This position will support, provide resources to and assist dental providers with enrollment and credentialing processes, billing/claims processes, and other requirements in order to expedite provider enrollment and credentialing. The Dental Medicaid Facilitator will develop webinars, write articles, create website content, and develop a toolkit to help dental offices find information and resources about providing dental care for Medicaid members with disabilities.  With the support of a stakeholder advisory group and using a proven model from the state of Missouri, the Dental Medicaid Facilitator will design and execute an outreach program to recruit	

dental offices to be Medicaid providers for people with disabilities. This position will serve as the liaison with an advertising company for a marketing campaign and will represent the organization at conferences and meetings throughout the state on a regular basis.

Candidates will enjoy meeting new people and will have a desire to work within a collaborative organization to support education and policy change to enact systems change in the state. Creativity, teamwork, and an entrepreneurial spirit are keys to success in this position. Previous experience working for a nonprofit organization and with grant writing and reporting is preferred.

This is a full-time, grant-funded position that includes health and dental insurance, a Simple IRA, and a generous leave policy. The position is remote but is based in Kansas and requires travel throughout the state.

**Job Requirements**

<p>Minimum education</p>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in public health, social science, communications, or related field and/or demonstrated experience aligned with job requirements</li> <li>• Experience in dental office or healthcare office, state agency, insurance company, or similar preferred</li> </ul>
<p>Minimum Job Requirements</p>	<ul style="list-style-type: none"> <li>• Must be 21 years of age</li> <li>• Frequent travel throughout Kansas</li> <li>• Occasional national travel</li> <li>• Proficiency in a variety of computer applications, including Microsoft Office products, virtual meeting platforms, with the ability to learn new technologies quickly</li> </ul>
<p>Job Responsibilities</p>	<ul style="list-style-type: none"> <li>• Work with “Pathways to Oral Health” team to design outreach program to target dental offices with educational programs and resources about treating people with disabilities who are KanCare members</li> <li>• Develop a webpage, webinars, articles, and toolkit for dental providers and their teams</li> <li>• Work with advertising agency to develop key messages for a marketing campaign</li> <li>• Build collaborative relationships with Kansas dental practices and provide support to work through KanCare processes.</li> <li>• Support and provide resources to and assist dental providers with enrollment and credentialing processes, billing/claims processes, and other requirements in order to expedite provider enrollment and credentialing.</li> <li>• Support providers in working successfully with KanCare members with disabilities</li> <li>• Look for system issues related to being a KanCare provider and articulate issues and themes for potential system improvement</li> </ul>

	<ul style="list-style-type: none"> <li>• Work closely with the Kansas Dental Association and other stakeholders related to planning components and the statewide communications and marketing campaign</li> <li>• Attend and represent Oral Health Kansas at relevant meetings and conferences</li> <li>• Maintain community relationships through frequent face-to-face interactions</li> <li>• Support project advisory group as needed</li> <li>• Provide clear program reports to funders, Oral Health Kansas executive director and board, and stakeholders</li> <li>• Manage project grant budgets</li> <li>• Assist with other aspects of Oral Health Kansas' operations as needed, including grant writing, event planning, and newsletter and website content</li> </ul>
Core Competencies	<ul style="list-style-type: none"> <li>• Strong networking skills and ability to connect with dental professionals</li> <li>• Ability to understand and explain Medicaid (KanCare) provider enrollment and billing systems</li> <li>• Strong analytic and communication skills, ability to write clearly and succinctly and make well-organized virtual and in-person presentations</li> <li>• Ability to seek and engage new partners while maintaining existing relationships</li> <li>• Ability to manage multiple responsibilities simultaneously and prioritize competing demands in a fast-changing environment</li> <li>• Strong organizational and planning skills</li> <li>• Commitment to producing consistently high quality, detailed work, even under deadline pressure</li> <li>• Ability to self-direct the work with minimal supervision</li> <li>• Excellent computer skills, including Microsoft Outlook, Word, Excel and PowerPoint proficiency, as well as social media</li> <li>• Creativity, flexibility, curiosity, and an open mind</li> <li>• Previous experience managing and developing statewide initiatives is advantageous</li> </ul>

**About Us:**

Oral Health Kansas is the state's leading consumer oral health advocacy and education organization. We are a nonprofit dedicated to promoting lifelong dental health by shaping policy and educating the public, ensuring that Kansans have optimal oral health. We achieve our mission through advocacy, public awareness and education. Our network of over 1,800 supporters includes dentists, dental hygienists, educators, safety net clinics, charitable foundations, and advocates for children, people with disabilities, and older adults. In Kansas, we see three primary barriers to accessing oral health care: access to a payment source, access to a provider, and access to the resources we all need to be healthy, such as fluoridated water and toothbrushes and toothpaste. To ensure comprehensive access to oral health care, we must address all three barriers through a variety of strategic approaches. Together with our diverse partners, we are working on solutions to overcome these challenges.

[www.oralhealthkansas.org](http://www.oralhealthkansas.org)

**Application procedure:**

Please send a resume and cover letter, along with a writing sample from within the last 12 months, to Executive Director Tanya Dorf Brunner at [info@oralhealthkansas.org](mailto:info@oralhealthkansas.org). Include "Dental Medicaid Facilitator" in the subject line of the email.

Applications received by October 23, 2024, will receive priority consideration.