



American Red Cross Okinawa Dental Assistant Training Program: 2022-2023

Thank you for your interest in the Red Cross & 3d Dental Battalion Dental Assistant Training Program! We are excited to be offering this program and are looking forward to another great year. During this training, Red Cross Dental Assistant Students learn the basic skills necessary to provide excellent patient care, working alongside dentists at various clinics on the island. It includes orientation to the American Red Cross, BLS Certification, two weeks of intense classroom training (40-hours total) followed by 700 hours of clinical training and volunteering (approximately 6 months) at an assigned dental clinic. Please note that though this program is offered at no-cost to the student, it *is* to be treated as a full-time job. If you do not have the commitment to complete this program, please do not apply. **Please review the timeline in detail to determine if there are foreseeable conflicts.**

This is a non-licensing program, though this training and Certificate of Completion render the graduate eligible to apply for any Dental Assistant position with a U.S. Military facility. After the application period closes, an interview of the candidates will take place and selections will be made prior to the start of the program.

In addition to this application, prospective students must also submit a resume detailing all paid and unpaid professional experience (related or un-related to the field). Not having paid experience will not disqualify you from consideration. A personal narrative, no more than one page in length, is also **required**. Please take this opportunity to describe your interest in the program, and what makes you confident that you are a great candidate! A blank sheet is included in the application (page 6) for your convenience. Applications missing a **resume** and/or **personal narrative** will **not** be considered.

Applications are available from 01 SEP 22. Applications must be hand-delivered by the applicant to the Camp Foster Red Cross Office (BLDG 5710) no later than 1630 on 30 SEPT 22.

Interested applicants **must** meet the following criteria:

- Be a SOFA status ID card holder;
- Have a high school diploma or GED and be at least 18 years of age;
- Will **not** PCS before November 2023 (preferably not before June 2024);
- Be able and willing to work with bio-hazardous materials;
- Be able and willing to work in a radiology suite (80 hours total);
- Be able and willing to stand and/or sit for extended periods of time;
- Clear a background check via Volunteer Connection;
- Submit copies of current immunizations (including COVID) before 14 NOV 22;
- Must complete program on-island; hours are non-transferable;
- Understand that childcare is not provided nor funded by the Red Cross;
- Understand that this program is approximately 6 months in duration, including the completion of a minimum 200-hours of volunteering as a Dental Assistant in an assigned Dental Clinic;
- Be available for an in-person interview on either **13 Oct** or **14 Oct** (held between **0900-1630**).



Dental Assistant Program Timeline

- **30 Sept** – Application deadline; to be hand-delivered to **Camp Foster** Red Cross personnel by 1630 (Bldg # 5710)
- **4 Oct** – Email offers of interview.
 - Response required by Friday, **7 Oct**. Please include a preferred time for either the 13th or 14th. *This is a pleasantry and preferred times are not guaranteed*
- **13-14 Oct** – Interviews (held 0900-1630)
- **14 Oct** – Acceptance emails sent out
- **15 Oct** – Signed acceptance letters to be hand-delivered by 1630
 - Students are to begin setting up Volunteer Connection account. Complete first 5 steps; a background check is part of this process
- **17-28 Oct** – Continue process of Volunteer Connection account, begin working on HIPAA, Cyber Awareness and PII training (directions will be sent via email), gather copies of immunizations, arrange for pet and childcare for duration of program (both classroom and clinical learning)
- **31 Oct - 9 Nov** – Classroom training begins (80 hours total),
 - Mon-Fri 0800-1600; no absences allowed. One-hour lunch (not provided)
- **9 Nov** – BLS Training, American Red Cross Orientation; 0900-1600 (may be excused with current BLS certification and previous ARC Orientation completion; requires Program Lead approval)
- **14 Nov** – Begin 500-hour clinical training (0645-1600 M-F)
- **19 Nov 22 – 2 Jan 23** – Winter Holiday *Students must report to their clinic on 3 Jan 23*
 - Clinical attendance during this two-week period is not required. Those who wish to continue learning may certainly do so in a schedule that works best for them
- **20 Mar 2023** – Begin 200-hour independent clinical volunteering (0645-1600 M-F)
- **05 May 2023** – Program requirements (700 hours total) must be completed
- **19 May 2023** – Tentative DAP Graduation. Invites will be sent out 30 days prior



Dental Assistant Program Code of Conduct

As a Red Cross Dental Assistant Student, I understand and agree that I will be held to the following standards. Please initial each statement and sign the bottom of the form.

As an American Red Cross Dental Assistant student, I (_____) will:
Print Name

- Uphold the high standard of service maintained by the American Red Cross
- Not expect or accept gratuities of any kind for my services.
- Wear an American Red Cross name tag when on duty and adhere to the specified dress code of the Dental Clinic and the American Red Cross.
- Hold in confidence all personal information about clients or other workers which I may learn while on duty and understand that breaches in confidentiality can lead to my dismissal.
- Notify the Red Cross Program Lead of any illness or issues that occur during the training period.
- Consider my training as a **firm commitment**, requiring attendance in classes and training in the clinic to acquire a minimum of **700 hours** (at least 30 hours per week).
- Understand that my clinical placement may change based on availability of specialty cases; I will receive at least two-weeks' notice should this need pertain to me.
- Understand that **any** absences during the didactic portion of training results in dismissal.
- Understand that more than two unexcused absences may result in dismissal from the training program; excused absences are determined by the program coordinator.
- Manage the **eight** excused absence days allotted for sick, personal and/or vacation time within the program timeline. Exceptions are to be made by the program coordinator.
- Understand that childcare issues are unexcused absences and need to be managed very closely. DoDEA / CDC closures must be accounted for in personal scheduling.
- Understand that if I am enrolled in college-coursework, requiring a tailored schedule, this is to be arranged with the program coordinator with at least **2 weeks'** notice.
- Maintain current immunizations and communicate to my supervisor any health issues which may arise during my term as a Dental Assistant Student that may affect my ability to perform.



- ___ Be responsible for my own transportation.
- ___ Be responsible for my own childcare arrangements and payment of same.
- ___ Log hours in Volunteer Connection and submit signed timesheets no later than 1700 each Friday afternoon. Falsifying timesheets results in immediate dismissal. Repeated failure to submit timesheets or log hours by designated deadline may result in a **loss of hours**.
- ___ Cooperate and present a friendly and professional demeanor. Combative or disruptive behavior will not be tolerated and will lead to dismissal.
- ___ Arrive **on time** (0645) to clinic each day and be respectful of the time of fellow trainees and instructors. Two occurrences of unwarranted tardiness will count as an unexcused absence.
- ___ Report any grievance or issue of concern to my clinic supervisor and Red Cross Dental Program Lead. The Camp Foster Advisory Council is the final authority of any grievance.
- ___ Understand that volunteer hours submitted for Dental Assistant Training do not qualify for the Volunteer Incentive Program for Red Cross Volunteers as it is a professional development program.
- ___ Understand that failure to return my assigned textbook will result in forfeiture of Completion Certificate, a charge of \$90.00 USD and potential inability to volunteer with the American Red Cross: Okinawa until either book or fee are resolved.

The above qualifications are aligned with current National American Red Cross guidelines. Questions regarding any of the above-stated standards, should be addressed before submitting your application. All exceptions to above-stated policies are at the discretion of American Red Cross personnel. Failure to adhere to this Code of Conduct will result in dismissal.

If you have any questions, contact: **645-3800 / 098-970-3800**, or Zara.Oakley2@redcross.org

I have read and understood the above information

Printed Name: _____

Signature: _____

Date: _____



One-page personal narrative: