

## Lead Dental Assistant - Tufts Dental Special Needs Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=231270>

Downloaded On: May. 9, 2024 1:47pm

Posted Feb. 22, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Lead Dental Assistant - Tufts Dental Special Needs
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Feb. 22, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Grant Writer/Technical Writer
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20191?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20191?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

This is a part-time position, working 21 hours per week.

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Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Tufts Dental Facilities for Persons with Special Needs (TDF) is a network of seven outpatient clinics that provides dental care to approximately 7,000 developmentally disabled patients in the state of Massachusetts under the umbrella of TUSDM and in partnership with the Massachusetts Department of Public Health (DPH) and the Massachusetts Department of Developmental Services (DDS). Additional patient treatment is provided in the operating room setting at four affiliated hospitals within the state. The TDF program also provides a venue for teaching General Practice Residents through the Tufts GPR Program and 4th year dental students from TUSDM.

### What You'll Do

Under limited supervision, the Lead Dental Assistant:

- Provides advanced dental assisting duties performing highly advanced specialized technical procedures. Is responsible for planning, directing, and managing the workload for all practice dental assistants, including assigning assistants to providers as well as assisting faculty providers in four-handed dentistry.
- Assists chair side with highly advanced specialized technical clinic procedures providing expert care to all dental practice patients.
- Trains new staff and ensure Dental Assistants understand the processes and protocols of the clinic operation.
- Provides work direction, coaching and mentoring to junior staff.
- Is responsible for planning, directing, and managing the workload for dental assistants including scheduling (including vacation/time off requests).
- Coordination of temporary Dental Assistants.
- Participates in the recruitment and interviewing of new dental assistants.
- Provides feedback to individual Dental Assistants as to how to improve performance.
- Assists Practice Manager with annual performance plans for the dental assistants.
- Organizes and prepares operatories daily.
- Maintains and organizes dental supplies and equipment.
- Manages and organizes the inventory of dental supplies and equipment and place orders as necessary.

The Lead Dental Assistant may complete expanded duties and functions.

### What We're Looking For

#### Basic Requirements:

- High School/GED
- 5-7 years of related experience
- Massachusetts Dental Assistant License

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- Radiology Certification
- DANB (Dental Assisting National Board) Dental Assistant Certification required, or within first 90 days.
- Experience supervising staff.
- Strong ability to balance both dental assisting role and lead role.
- Excellent communication and organizational skills.
- Warm and caring personality needed in dealing with patients.
- A team player and willing to participate in a fast-paced and changing environment.
- Familiarity with clinical care, institution, or university experience.
- Ability to resolve issues.
- Should demonstrate willingness to articulate creative and innovative ideas for improving daily clinical activities, and laboratory procedures.

### Pay Range

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### Contact Information

Please reference AcademicKeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

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