

Central Sterilization Assistant Tufts University

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Posted Jun. 12, 2024, set to expire Dec. 31, 2024

Job Title	Central Sterilization Assistant
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20587?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Students obtain an interdisciplinary education, integrated with medicine, with access to training in dental specialties. Clinics managed at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and researches new procedures, materials, and technologies to improve oral health.

Clinical administration supports the clinical and educational efforts within the pre-doctoral and postgraduate clinic operations. The clinical administration staff provides courteous, professional and

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effective support services and is committed to providing patient, student, and faculty with information, guidance, and quality service to contribute to a successful dental clinic experience. This includes maintaining a safe environment, assuring that patients' dental needs are addressed in a caring, confidential, timely, and thorough manner that patients are informed about their treatment and clinic procedures, and those patients' finances are handled accurately and efficiently.

The central sterilization facility is responsible for sterilization processing, security and transportation of equipment and instruments used in patient care within the dental school clinics for treatment of more than 600 patients per day.

What You'll Do

Instrument processing:

- Attention to detail required to inspect cassettes, replace missing or damaged instruments, and prepare and package for sterilization. Load and unload autoclave and adhere to university safety policy.

Instrument transport and security:

- Follow Instrument tracking system protocols and service dispensaries throughout building with adequate inventory needs to contribute to a smooth clinic operation and positive clinic experience for patients, students, and staff.

Handpiece maintenance:

- Process Handpieces on air station following manufactures recommendations and university protocol.

General, Administrative and other:

- Special projects and other duties to successfully accomplish Clinical Administration mission.
- Work with Clinical Support Project Manager and Coordinator to ensure smooth operation of facility and clinic other contributions of effort and specials projects as needed.

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What We're Looking For

Basic Requirements:

- High School Diploma or equivalent
- Able to communicate effectively in English, both verbally and in writing.
- Ability to complete multiple concurrent tasks, be organized and plan ahead for upcoming events.
- Proficient in Microsoft word and Excel, email communication and password management.
- Must be teamwork orientated, self-starting individual with good judgement and maturity

Preferred Qualifications:

- Knowledge in Dental Instrumentation
- CRCST (Certified Registered Central Sterile Technician) IAHCSSM certification preferred.
- 5+ years' experience in a sterile processing role; knowledge of decontamination, assembly, packaging and sterilization procedures. Understanding of dental instrumentation, and/or dental assisting,

Pay Range

Minimum \$18.80, Midpoint \$21.85, Maximum \$24.90

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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