

Dental Assistant - Prosthodontics Tufts University

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Posted Aug. 8, 2024, set to expire Dec. 31, 2024

Job Title	Dental Assistant - Prosthodontics
Department	Tufts University School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services
Job Website	https://jobs.tufts.edu/jobs/20818?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. 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.

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What You'll Do

Under direct supervision, by a supervising Dental Assistant or Dentist, the Dental Assistant learns and provides basic dental assistant duties assisting general dentists and specialty dentists chair side.

The Dental Assistant:

- Provides clinical services assisting faculty/residents in four-handed dentistry learning and performing basic Dental Assistant duties.
- Takes digital radiographs (panoramic, PAs, bitewings).
- Pours models, polishes crowns and dentures, makes impressions and temporary crowns.
- Maintains proper cleanliness of operatories and instruments in compliance with infection control policies.
- Responsible for sterilization and maintaining equipment and materials in accordance with OSHA, federal, and state guidelines.
- Answers all patient, provider, and insurance phone calls and verifies proper responses as necessary.
- Scheduling.
- Accesses and accurately maintains patient health records. Enters treatment charges into patient care system.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through High School diploma/GED
- 0-2 years of related experience
- **Massachusetts Dental Assistant License**
- Exhibits knowledge and proficiency with sterile technique and assisting various specialties
- Sound knowledge of HIPAA and OSHA compliance regarding infection control, blood borne pathogens, sterilization, and radiology

Special Work Schedule Requirements:

- This job involves responsibilities that are performed in an on-site working environment

Pay Range

Minimum \$20.10, Midpoint \$23.90, Maximum \$27.70

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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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