

## Central Sterilization Assistant Tufts University

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Posted Nov. 19, 2024, set to expire Apr. 3, 2025

<b>Job Title</b>	Central Sterilization Assistant
<b>Department</b>	School of Dental Medicine
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Nov. 19, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Health Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21151?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21151?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### 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 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

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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**

The Central Sterilization Assistant is responsible for:

- Processing instruments.
- Inspecting cassettes.
- Replacing missing or damaged instruments.
- Preparing and packaging.
- Loading and unloading the autoclave.
- Transporting and securing instruments following instrument tracking system protocols.
- Servicing dispensaries throughout building with adequate inventory to contribute to a smooth clinic operation and positive clinic experience for patients, students, and staff.

### **What We're Looking For**

#### **Basic Requirements:**

- Knowledge and skills as typically acquired through completion of a 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.

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- 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 \$19.20, Midpoint \$22.20, Maximum \$25.40

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**