

Dental Assistant - Clinical Operations Tufts University

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Posted Dec. 3, 2024, set to expire Apr. 17, 2025

Job Title	Dental Assistant - Clinical Operations
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 3, 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/21185?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.

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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.
- 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.
- Is 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.
- Assists with scheduling.
- Accesses and accurately maintains patient health records.
- Enters treatment charges into the patient care system.
- Other duties as assigned.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a High School diploma/GED.
- 0-2 years of 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.

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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