

**Senior Dental Assistant
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=262611>

Downloaded On: Sep. 17, 2025 5:11pm

Posted Sep. 17, 2025, set to expire Jan. 29, 2026

Job Title	Senior Dental Assistant
Department	Tufts Special Care Dental Clinics
Institution	Tufts University Canton, Massachusetts
Date Posted	Sep. 17, 2025
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/22348?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

This position is located in Canton, MA.

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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 Special Care Dental Clinics (formerly 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 Tufts Special Care Dental Clinics 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 Senior Dental Assistant performs advanced and more specialized technical

procedures assisting general dentists and specialty dentist's chair side.

- Assists chair side with advanced specialized technical clinic procedures providing expert care to all dental practice patients.
- Take digital radiographs (panoramic, PAs, bitewings).
- Work in dental laboratory pouring models, polishing crowns and dentures, making impressions and making temporary crowns.
- Set up and break down of dental operatories using proper infection control procedures.
- Stock, organize and maintain cleanliness of the dental operatories assuring appropriate supply standardization.
- Responsible for sterilization and maintaining equipment and materials in accordance with OSHA, federal and state guidelines.
- Access and maintain patient electronic health records.
- Verify insurance eligibility and coordinate prior approval process. Enter treatment charges into the patient care system.
- May answer all patient, provider, and insurance phone calls.
- Receive and post point of service patient payments.
- Schedule and confirm all patient appointments.
- The Senior Dental Assistant may complete expanded duties and functions.
- Travel to other clinics required.

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What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a High School Diploma/GED.
- 3-5 years of experience.
- Massachusetts Dental Assistant License.
- Radiology Certification.
- Experience with patient care system.
- Excellent communication and customer service skills.
- Familiarity with clinical care, institution, or university experience.
- Demonstrate willingness to articulate creative and innovative ideas for improving daily clinical activities, and laboratory procedures.

Pay Range

Minimum \$22.50, Midpoint \$26.80, Maximum \$31.10

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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