

Senior Dental Assistant - Orthodontics Tufts University

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Downloaded On: Dec. 9, 2024 1:50am

Posted Jul. 2, 2024, set to expire Dec. 31, 2024

Job Title	Senior Dental Assistant - Orthodontics
Department	Tufts University School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Dental Hygiene/Dental Assisting
Job Website	https://jobs.tufts.edu/jobs/20658?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 limited supervision, the Senior Dental Assistant will perform advanced and more specialized technical procedures assisting general dentists and specialty dentist's chair side.

Essential Functions:

- Assists chair side with advanced specialized technical clinic procedures providing expert care to all dental practice patients.
- Takes digital radiographs (panoramic, PAs, bitewings). Work in dental laboratory pouring models, polishing crowns and dentures, making impressions and making temporary crowns.
- 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 & 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.*

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 related 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

Special Work Schedule Requirements:

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



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Pay Range

Minimum \$22.10, Midpoint \$26.30, Maximum \$30.50

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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