

Dental Assistant II - Oral and Maxillofacial Surgery, School
of Dental Medicine
Tufts University

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Job Title Dental Assistant II - Oral and Maxillofacial Surgery, School of
Dental Medicine

Department

Institution Tufts University
Boston, Massachusetts

Date Posted Feb. 24, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Oral & Maxillofacial Surgery

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Job Description

This is a part-time position working 21 hours per week. The dental assistant will assist general dentists and specialty dentists chairside. The individual will greet and escort patients. Individual will take radiographs as instructed by the provider.

The individual will set up and break down operatories and clean operatory areas after each patient. In addition, the individual will be responsible for sterilization and maintaining equipment and materials in accordance with OSHA, federal and state guidelines. The individual will also be responsible for stocking all materials needed in the clinic on a daily basis. In addition, the dental assistant will support the front desk operations. The individual will be able to schedule appointments, check in patients, collect and verify patient demographics, retrieve charts, document treatments plans and other tasks in support of office administration.



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Contact Information

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Contact

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