

Dental Hygiene Clinic and Lab Assistant - Part-Time
Effective Date of Posting: May 15, 2022

Quinsigamond Community College (QCC), the largest community college in Central Massachusetts serving over 10,000 students in degree and certificate programs, adult education and workforce development, seeks several dynamic, student-focused Academic Coaches/Counselors. QCC is committed to 100% student success as evidenced by its ambitious [strategic plan](#). This commitment is furthered by a college-wide Equity Appraisal-currently underway-designed to assist the College to better serve students who have historically been underserved and underrepresented in higher education. Academic Advising is a holistic wraparound support team designed to promote students' success in meeting their goals of employment and/or transfer after successful completion of their program of study.

General Statement

Under the direct supervision of the Dental Clinic Operations and Facilities Manager ensure the full operation of the front desk and records room, ensuring adequate scheduling of patients and student assignments for completion of student requirements necessary for graduation from an accredited institution. Assist with the operation and provide support to the 20 unit dental hygiene clinic and functioning dental materials lab classroom as necessary. Provide support to students and faculty in all aspects of clinical operations.

Supervision Received

Reports to the Dental Clinic Operations and Facilities Manager

Supervision Exercised

None

Duties and Responsibilities

1. Maintain a full schedule for student experience using Eaglesoft Dental Software Program.
2. Enter accounts receivable, run daily, monthly and annual accounting reports in Eaglesoft. Prepare deposit for business office.
3. With guidance from clinic coordinators and Dental Clinic Manager, assign student clinic units, mailboxes, instrument cassettes, and lockers. Fabricate faculty unit assignments, day sheets, routing slips. Maintain attendance record of students and faculty absences and schedule changes.
4. Maintain alphabetical patient record system, answer phones, respond to requests for information, act as liaison for patients seeking clinic information, appointment scheduling, and conflict resolution. Ensure legal standards, HIPAA, and CDC guidelines are followed at all times. Seek guidance from Dental Clinic Manager as necessary.
5. Troubleshoot, basic repair and maintenance of 20 dental units including evacuation system, waterlines, air lines, ultrasonic scalers, handpieces and motors, x-ray heads, digital sensors, panoramic x-ray machine, intra-oral camera, indirect digital camera, x-ray developers (Peri-pro), air polishing handpieces, and all software for operation of said equipment. All lab equipment including model trimmers, plastic mold machines, lab engines, vibrators, lathe, etc. Including changing gaskets and filters on sterilization equipment. Weekly and monthly maintenance on autoclaves and Statim. Weekly and monthly water line maintenance.

6. Assist students and faculty in all aspects of sterilization center including use of, and chemical levels of ultrasonic cleaners and Miele automatic cleaner, Autoclaves, and StatimCreate purchase order requests per department needs with approval from clinic manager.
7. Sign out and monitor typodont stands and study cards, supplies from resource room. Prepare and monitor sign out sheets for skulls and DVD's. Record and track the return of such items..
8. Monitor and maintain supplies of paperwork for students and faculty for use in clinic. Monitor front desk inventory of supplies for daily use. Keep front desk area clean and neat.
9. Scan and record all necessary paperwork relating to patient charts and student needs.
10. Other duties as assigned including new equipment and technology.

Minimum Qualifications

1. Dental Assisting Certificate or Dental Hygiene Degree from an accredited institution.
2. Two (2) years dental office experience including front office duties and/or assisting duties
3. Working knowledge of Microsoft Office (Word, Excel, Outlook). Demonstrated skill in utilizing office machines including computers, printers, fax machines, calculators.
4. Knowledge of Eaglesoft or other comparable dental practice management software.
5. Knowledge of HIPAA, OSHA, and CDC guidelines as they pertain to dentistry.
6. Ability to maintain accurate records. Preparing and proofreading a variety of reports and/or documentation. Excellent organizational skills
7. Demonstrated excellent customer service experience and public relations skills. Develop and maintain good working relationships with students, colleagues, and other contacts.
8. Ability to understand and follow complex oral and written instruction.
9. Demonstrated ability to multitask in fast paced environment.
10. Ability to work independently; deal effectively with problems (consulting the Dental Clinic Manager as necessary); and exercise independent judgement when making decisions.

Preferred Qualifications

1. Experience with basic dental equipment maintenance and repair.
2. 2 years' experience working in a multi-unit dental clinic at the front desk and assisting.
3. Experience in public health setting.

Salary/Hours

\$20.00 -22.00 per hour depending on experience. No benefits.

2-3 days per week. Hours can range from 7:00 AM to 5:00 PM. May include one weekend during the CDCA exam.

Application Instructions

Visit our Web Site at www.qcc.edu/human-resources for information about our college.

All applicants must apply online by submitting:

- Resume

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

Equivalency Statement

Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them with the equivalent combination of education, training and experience required for the responsibilities of this position

Quinsigamond Community College only accepts application materials through our online application system. We are unable to accept application materials through mail, email, fax, or hand delivery. If you don't have access to a computer, please visit Human Resources Office Monday- Friday from 8:30am-4:30pm.

Quinsigamond Community College understands that persons with specific disabilities may need assistance with the job application process and/or with the interview process. For confidential assistance, please contact the Human Resources Office at 508-854-2883 or humanresources@qcc.mass.edu.

Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Additional Information:

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer.

COVID Vaccination Requirement:

All Quinsigamond Community College students, faculty and staff are required to be fully vaccinated by January 3, 2022. Accordingly, initial employment is dependent upon receipt and verification of full vaccination status records; details of how to fulfill vaccine record verification requirements will be provided during the hire and onboarding process.

For addition information on COVID19, please visit: <https://www.qcc.edu/HealthySafeCampus>