

Dental Hygiene Clinic Associate  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=248901>

Downloaded On: Nov. 14, 2024 11:19pm

Posted Nov. 14, 2024, set to expire Dec. 13, 2024

<b>Job Title</b>	Dental Hygiene Clinic Associate
<b>Department</b>	
<b>Institution</b>	Truckee Meadows Community College Reno, Nevada
<b>Date Posted</b>	Nov. 14, 2024
<b>Application Deadline</b>	12/13/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Health Sciences
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5804942">https://apptrkr.com/5804942</a>

**Apply By Email**

**Job Description**

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**Dental Hygiene Clinic Associate**

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

**Job Description**

Truckee Meadows Community College (TMCC) located in Reno, NV, is seeking applicants for an Associate for the Dental Hygiene Program. Under the direct supervision and management of the



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Dental Hygiene Program Director, the Clinic Associate is responsible for the day-to-day operations of the dental hygiene clinic and related Dental Hygiene Program operations.

The Dental Hygiene Clinic Associate must possess a working knowledge of dental terminology and dental office and clinical procedures, as well as expertise in infection control and safety compliance. The Clinic Associate is responsible for providing the highest level of student, patient and faculty services.

### **Minimum Qualifications:**

1. Associates degree from an accredited institution and one (1) year of back office experience in a dental office **OR**

Three (3) years of back office experience in a dental office.

### **Preferred Qualifications:**

1. A graduate from an accredited dental assisting or dental hygiene program or a certified dental assistant.
2. Experience in taking, exposing, processing, mounting and labeling radiographs.
3. Knowledge of the best practices for infection control, hazardous waste disposal and emergency preparedness.
4. Keen attentiveness to detail to monitor working conditions, inspect equipment and oversee the decontamination process.
5. Organizational skills to efficiently fulfill supply requests.
6. Dexterity to operate equipment used for decontamination and sterilization.
7. Ability to remain stationary and upright during a shift and to move items that weigh up to 25 pounds.
8. Experience using databases to look up infection control procedures as needed.
9. Strong oral and written communication skills to interact with the students, faculty and patients.

### **Essential Duties and Responsibilities:**

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- Develops and maintains confidential patient files.
- Provides information and assistance to faculty, staff, students and the public regarding the clinic, including providing public tours as requested.
- Ensures that the clinic is clean and orderly at all times.
- Assists the Clinic Coordinator in the daily operations of the clinic, which includes implementing staff and student rotation schedules, providing direction on clinical procedures during emergency situations and the opening and closing of each clinic session.
- Develops and maintains standard clinic and patient documents such as patient questionnaire forms, flyers, program documents, policies and procedures.
- Assists in the organization of laboratory materials and equipment for use in laboratory classes.
- Performs routine and analytical work needed to prepare chemicals, equipment and materials safely and correctly, and keep dated material current.
- Demonstrates the safe and proper use of laboratory equipment, which includes radiology equipment.
- Ensures safety and compliance of sterilization and sanitation procedures.
- Monitors waterline safety.
- Trains, manages, and evaluates students on rotation as clinical assistants.
- Serves as a technical resource for staff and students. Operates, maintains, tests, adjusts, performs routine maintenance on and calibrates a variety of technical laboratory equipment; troubleshoots equipment and makes minor repairs or arranges for service repair.
- Purchases clinic supplies and equipment to maintain adequate inventory. Receives orders, inspects for proper condition and quantity.
- Maintains safety standards by safely handling, labeling, storing and disposing of hazardous or bio-hazardous materials properly. Serves as a resource and maintains knowledge with ever changing environmental health and safety regulations and advances in the dental field.
- Assists the Environmental Health & Safety Office to maintain accurate computerized records, databases, reports and files including those for Safety Data Sheets (SDS).
- Manages the practical application of infection control standards.
- Assists in preparation of and submits data to the state and federal agencies in order to maintain licensure, certifications and accreditation.
- Assists with new student application and selection process.
- Assists with updating program application and information packet annually.
- Assists Program Director with preparation of accreditation documents.
- Remains current in clinic policies and procedures to cover in the absence of the Office Associate.
- Performs other related duties as requested or assigned.

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**Schedule:**

The typical schedule for this position is Monday-Friday 8am-5pm.

**Salary and Benefits Information:**

**Salary:** \$43,888 - \$54,860, salary placement will be dependent on education level and years of experience.

**Perks of Working at TMCC**

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

**Exempt**

Yes

**Full-Time Equivalent**

100.0%

**Required Attachment(s)**

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Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

In order to be given full consideration all of the following must be attached to your application.

**1) Resume/CV**

**2) Cover Letter**

**3) Contact Information for three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.**

**This posting is open until filled**

Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

**Posting Close Date**

12/13/2024

**Note to Applicant**

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the

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closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

**To apply, visit [https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Dental-Hygiene-Clinic-Associate\\_R0145164](https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Dental-Hygiene-Clinic-Associate_R0145164)**

*Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.*

*A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to [www.tmcc.edu](http://www.tmcc.edu) or view our virtual tour at [tour.tmcc.edu](http://tour.tmcc.edu).*

*The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.*





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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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