

Dental Clinic and Lab Inventory and Equipment Manager
(Part-time) one or more positions
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=254542>

Downloaded On: Apr. 22, 2025 9:06am

Posted Mar. 18, 2025, set to expire Jul. 14, 2025

Job Title	Dental Clinic and Lab Inventory and Equipment Manager (Part-time) one or more positions
Department	School of Health Care
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Mar. 18, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
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Job Description

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Dental Clinic and Lab Inventory and Equipment Manager (Part-time) one or more positions

Category: Part Time Non-Benefitted

Department: School of Health Care

Locations: Worcester, MA

Posted:

Closes:

Type:

Position ID: 186369

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General Statement

Under the general supervision of the Dental Clinic Operations and Facilities Manager ensure the full operation of an 18 unit dental hygiene clinic and dental materials lab in an accredited community college, ensuring student completion of requirements necessary to graduate from an accredited institution. Provide support to students and faculty in all aspects of clinical operations.

Supervision Received

Reports directly to the Dean of Healthcare, indirectly to the Dental Clinic Operations and Facilities Manager.

Supervision Exercised

NONE

Duties and Responsibilities

- Assist in modifying and developing clinical protocols that will positively impact the functioning of the clinic.
- Manage the monitoring and recording of all maintenance logs according to the guidelines set by the CDC, HIPAA, OSHA, and Medsafe. Logs include biological monitoring, sterilization maintenance, medical kit expiration dates, water line maintenance, eye wash stations, oxygen tanks, and other equipment monitoring as deemed necessary by the clinic manager.
- Maintain and organize all clinic and lab supplies for students, faculty and patients, including dental materials lab, radiology area, sterilization center, KidSeal, local anesthesia lab.
- Manage preparation of dental clinic for the Commission on Dental Competency Assessments (CDCA) including preparation of students supplies, ensuring all necessary clinical equipment is operational for the exam, during the exam troubleshooting for students and examiners, managing all sterilization needs.
- Coordinate with faculty and clinic manager to manage supplies for community based projects such as, fluoride varnish clinics, PIP shelter, Seven Hills, Great Brook Valley, and others as needed.
- Assist students in use of Eaglesoft dental software, use of sterilization center, and lab equipment.
- Oversee use of sensitive clinical equipment and ensure proper use and maintenance by students and faculty.
- Manage and monitor all sign out sheets for dental equipment.

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- Organize and manage scheduling of maintenance and repairs of all dental equipment. Ensure annual maintenance is scheduled and performed on all compressors and Solmetex equipment.
- Maintain a continuous inventory of all supplies and coordinate with the clinic manager for replenishment of supplies. Must be able to lift, move and store boxes of supplies.
- Perform troubleshooting and basic repair of 22 dental units including evacuation systems with high and low volume suction lines and filterings systems, waterlines, air lines, ultrasonic scalers, handpieces and motors, x-ray heads, digital sensors, panoramic x-ray machine, indirect digital plates and scanner (Dentoptix), intra oral cameras (Sopro), x-ray developers (PeriPro), air polishing handpieces, and all software operation of said equipment. All lab equipment including model trimmers, plastic molding machines, lab engines, vibrators, lathe.
- Monitor and assist the cleaning of slow speed handpieces using the Midwest air station and Assistina high speed handpiece cleaner, maintain chemical levels.
- Manage the maintenance of the Meile automatic cleaner, maintain chemical levels of salt, neutralizer, and acid rinse.
- Perform weekly and monthly maintenance of sterilizers (Midmark M-11 and Statim 5000), including chemical cleaning, gasket replacement, and maintain logs of all procedures.
- Monitor expiration dates, rotate stock and maintain quality control. Coordinate with clinic manager the disposal of expired drugs, and other supplies as needed.
- Use both technical and paper information systems to ensure proper use and maintenance of all equipment.
- Use problem solving skills and priority logic to prioritize tasks. Switch tasks as necessary to fulfill immediate needs of the clinic and lab.
- Work at the front desk, answer phones, schedule patients, maintain daily paperwork and run reports as needed.
- Maintain certifications or licensing by taking necessary CEU's and renewing license as needed
- Keep clean, neat, and organized.
- Other duties as assigned.

Job Requirements:

Minimum Qualifications

- Certified Dental Assistant, Registered Dental Assistant, or Licensed Dental Hygienist.
- Infection Control Training.
- Knowledge of Eaglesoft or other practice management software.
- Radiology Certified.

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Preferred Qualifications

- Inventory control and ability to work with vendors
- Ability to work collaboratively with students, faculty, and patients
- Knowledge of dental equipment, maintenance, and logs
- Knowledge of HIPAA, CDC, OSHA, and Medsafe guidelines for dental practice

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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

Successful applicants will be required to complete a Criminal Offender Record Information

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(CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=186369>

Contact Information

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

Contact

School of Health Care
Quinsigamond Community College

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