



Dental Dispensary Staff - College of Dental Medicine, Elk Grove, California, USA

POSITION TITLE: Dental Dispensary Staff

REPORTS TO: Associate Dean of Academic Affairs

WORK SCHEDULE: Monday – Friday, full time, non-exempt, \$20.00/hr

CLOSING DATE: Open until filled

SUMMARY: The California Northstate College of Dental Medicine is seeking Dental Dispensary Staff to assist the Course Director for Operative Dentistry in supplying, maintaining and running the dental simulation laboratory for Dental Students in the Doctor of Dental Medicine 4-year program. The incumbent will be cross-trained with clinic dispensary staff and chair-side assistants, with the possibility of a change in duties on short notice and over time.

This position will report directly to the Associate Dean of Clinical Affairs, until a Clinic Operations Manager is hired. This role will support the clinical program in Dentistry, and will ensure patient and operator safety. It is critical that the incumbent collaborate and interact positively with staff, students and faculty.

Responsibilities:

- Follows the University values by which we will all align: WE CARE (<http://www.cnsu.edu>)
- Completes and maintains infection control, FERPA and HIPAA training and work with the intent to avoid infection control violations and information breaches. Additional training will be assigned as required.
- Ordering all needed supplies and maintaining inventory at all times, utilizing digital supply management software.
- Arranges and prepares supplies/instruments/equipment for running classes and clinics efficiently, as needed. Preparation ensures clinics and classes can start on time.
- Maintains dispensary and simulation laboratory in a clean and orderly fashion.
- Maintains a distinct barrier between “dirty” and sterilized materials, instruments, and equipment.
- Safely collects, disinfects, sterilizes, and manages instruments, equipment and materials as directed.
- Disposes of single-use items appropriately.
- Utilizes PPE as specified and immediately informs others of infractions in a professional manner.
- Follows appropriate protocols for materials and equipment handling.
- Reviews Safety Data Sheets for all materials that will be handled and ensures correct handling.



- Maintains an accurate account on the computer of items scanned out and in from the dispensaries.
- Notifies the appropriate students and/or doctors regarding items that have not been returned.
- Performs other related duties as assigned or requested.

Training will be provided in using a digital workflow in both the simulated and clinical environments.

QUALIFICATIONS:

- High school diploma required, DA or RDA preferred
- Must be organized, efficient and self-motivated
- Preferred dental chairside assisting/sterilization or related experience

Qualities:

- Work collaboratively in a fast-paced environment that will require strong communication, problem-solving and organizational skills.
- Ability to actively listen and take directions from others.
- Proficiency in Microsoft Word, Excel, and other databases.
- Adaptable and able to prioritize tasks.
- Behaves professionally and is respectful of others.
- Understanding of the importance of patient and student safety.

Review of applicants will begin immediately and will continue until the position is filled.

Please submit a cover letter, resume/CV, and a list of 3 references, and any additional information to CDM.Jobs@cnsu.edu.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.