### **Job details** Here at Pennsylvania’s Smiles, we want to eliminate common anxiety surrounding oral surgery.

### On any given day, you may need to handle appointment scheduling, x-rays, patient study model creation, and diagnostics. If you enjoy providing each client with compassionate and individualized care, then you might be the perfect fit for our oral surgery dental assistant position.

### **About the company** We want all patients to be at ease. Each patient at Pennsylvania’s Smiles brings a unique set of needs, both technical and personal, and we strive to meet them all. Care and comfort come first.

### We can’t wait to show our appreciation for your approachable, helpful disposition and customer service skills alongside your technical expertise. You’ll love our flexibility when it comes to personal days, plus our generous bonus opportunities. If you resonate with our vision of providing the best oral surgery in the state, then join our team and enjoy a flexible work environment!

### **Role**

* Create and obtain patient documentation as needed
* Welcome clients, guide them through intake paperwork, brief them on upcoming procedures, and set them at ease
* Process, expose, and mount x-rays
* Create patient study models and prepare them for analysis
* Assist in diagnostic procedures, create and provide temporary restorations, and help with crown fittings and fillings
* Perform the full range of chairside assistance, including administering anesthetics or sedatives, handing off tools, mixing and applying cement and adhesives, etc.
* Sterilize equipment and tools, prepare trays for oral surgeons
* Monitor patient vitals and IV sedatives mid-procedure
* Manage inventory and maintain inspection/certification compliance logs
* Comply with policies regarding patient care, sanitation, and information confidentiality

### **Benefits**

* $71–97K salary with potential for bonuses
* Health, long-term care, vision, and dental insurance—extends to immediate family
* Retirement plan with company-matching 401K
* Sick days and unlimited paid time off
* Flexible schedule (must plan in advance)
* Financial assistance toward field-related education

### **Qualifications**

* High school or equivalent with dental assistance education
* Oral and maxillofacial surgery assistant certification
* Radiography certification
* Up-to-date CPR and BLS certification
* 4+ years of experience in dental assistance
* Experience with accounting and project management software like Axium
* Willingness to adapt hours based on operational needs to ensure patient wellness
* Teamwork and collaboration skills to ensure operational success
* Friendly, cheerful, and helpful demeanor with a desire to help patients