

Employer	Cherry Log Oral Surgery Enterprises, LLC (CLOSE) 9 White Dove Lane, Cherry Log, Georgia 30522
Position	Surgical Assistant Level 1- Entry Level; Level 2- Qualified, Level 3- Fully Qualified, Level 4- Certified
Wage	Levels 2-3, start at \$16.25/hr, based on training, experience in dentistry and oral surgery Up to 8 hours per day, maximum 4 days per week. Leave: 1 day (8 hours) for every 192 hours worked, estimated 8 days/year. Paid Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day
Availability	January 1, 2020 FLEX SCHEDULE: Minimum 18 hours/week over 2 days; Maximum 32 hours/week over 4 days, based on employee availability, Monday through Friday. Employee will be assigned hours in the Company scheduling app. Flex hours can be elected by the employee based on their desire to work additional hours.
Purpose	Assist oral surgeon in providing oral surgery dental treatment, care and education to patients. Must possess knowledge and skill of clinical procedures, processes and dental administrative functions. CLOSE Mission Statement: <i>The Cherry Log Oral Surgery Team strives to positively influence our community through outstanding personalized service, dedication to education, and providing a comfortable and pleasant surgery experience to everyone we encounter.</i>
Tasks and Responsibilities	<ul style="list-style-type: none"> • Welcome and escort patient from reception area and to and from the treatment areas. • Schedule appointments and assist in appointment confirmation calls • Take and record medical and dental histories and vital signs of patient. • Recognize signs of a dental emergency, and insure proper and timely response and notification to patient, staff, and emergency medical personnel when necessary. • Expose dental diagnostic radiologic studies • Monitor patients while oral surgeon administers deep sedation or general anesthesia. • Assist oral surgeon with oral surgery treatment in accordance with the delegable duties allowable by law. • Provide postoperative instructions prescribed by surgeon. • Sterilize and disinfect instruments, set up instrument trays, prepare materials and assist oral surgeon during surgical procedures. • Learn and comply with state and Federal OSHA laws, infection control, safety standards in the dental office and operatory, including but not limited to: wearing personal protective (PPE) barriers such as gloves, scrubs, and eye wear; disinfecting and sterilizing instruments and treatment areas; and disposing properly of contaminated or bio-hazardous waste/materials. • Learn and comply with CLOSE's administrative procedures. • Insure review and completion of documentation, including but not limited to: accurate and current medical history, medical alerts, and signed Consent forms. • Document/chart all dental procedures performed during each patient visit according to oral surgeon's instructions and legal requirements. • Effectively provide dental education and information to insure patient awareness of dental health and continuing treatment. • Effectively present to patient the dental treatment plan and proposed plan for continuing treatments in professional and confidential manner. • Communicate with the patient all treatment to be rendered and financial obligation prior to starting procedure to avoid patient conflict. Understand and explain insurance benefits and financial options to patients in non-clinical terms. • Ensure treatment rooms are appropriately equipped and stocked with inventory and re-order when necessary.

	<ul style="list-style-type: none"> • Notify surgeon of equipment trouble/need for a trouble ticket or general safety concerns. • Understand and agree to maintain patient care standards. • Effectively utilize and maintain a system of contact for patient follow-up/re-care. • Maintain professional working environment within office team. • Attend and participate in morning huddles, chart reviews, and regular office meetings. • Adhere to OSHA compliant uniform attire and basic personal hygiene standards per Company policy. • Attend continuing education and training seminars as scheduled. • Understand and abide by HIPAA regulations and maintain confidentiality. • Follow policies listed in the employee manual to ensure consistent standards. • Assist in the office cleaning, trash disposal.
Education and Experience	<ul style="list-style-type: none"> • general education degree or high school diploma • minimum 2 years of direct patient care (applicants with less than 2 years experience but holding National Entry Level Dental Assistant (NELDA) certification may be considered) • knowledge of dental terminology, procedures and diagnosis • knowledge of computer and relevant software applications • familiarity of general administrative and clerical procedures • familiarity with dental insurance • ability to utilize DSN OMS Exec software • current Basic Life Support (BLS) certification required
Key Competencies	<ul style="list-style-type: none"> • communication skills • information collection and management • planning and organizing • assisting knowledge and technical skill • accuracy • customer service skills • team work • initiative • adaptability • confidentiality
Advancement	<p>Preference and advanced standing may be given for:</p> <ul style="list-style-type: none"> • Certified Dental Assistant (CDA) • Assistants completing accredited Dental Assisting program • Assistants with current AAOMS DAANCE certification (+\$1/hr) • Advanced Cardiac Life Support (ACLS) and/or Pediatric Advanced Life Support (PALS) certification (+\$1/hr for each certification) • Current EMT-B, EMT-I, EMT-P certification (varies by level) • Current Licensed L.P.N., R.N. (+\$2/hr) • Fluency in Spanish (+\$2/hr)
Date of Posting	12/01/2019 through 01/31/2020
Apply to:	To apply, send resume to CLOSE Hiring Manager CLOSEcareers@gmail.com