



## **Medical Assistant (Airway / Sleep / TMJ Focus)**

We are excited to announce that the Pain and Sleep Therapy Center is looking to add a detail oriented, self-motivated and team-centered **Medical Assistant** to our team.

Our industry leading team of providers and state of the art facility continues to progress the path forward on pediatric and adult services focused on proper sleep, breathing, conservatively treating TMJ Dysfunction and Obstructive Sleep Apnea through non-invasive treatment therapies.

The core focus at the Pain and Sleep Therapy Center is to provide hope & improve quality of life by finding the source of our patient's problems. We embody integrity and authenticity allowing us to build relationships with transparent communication. We are passionate about our purpose and are committed to lifelong learning and greatness. If you feel empowered by seeing patients regain their life back, you may be a great fit.

Our passion is to directly impact the future health of our patients by providing customized treatment solutions that improve breathing, sleeping and overall wellbeing.

**We are looking for a Medical Assistant that wants to be part of our growing team and help continue to expand treatment offerings and services to all of our patients.** Our candidate must be willing to travel and learn, great with kids and adults, and most importantly want to change lives!

Given our continued growth, we are seeking a full time Assistant with the follow attributes:

- a passion for overall wellbeing and life-long learning
- compassionate and team oriented
- strong work ethic and dedication
- strong communication skills
- ability to complete detailed tasks with accuracy
- ability to provide outstanding professional customer service
- the drive to be a part of a team on the cutting edge of the industry

Essential duties for this position include but are not limited to:

- patient education throughout each appointment
- ability to understand in depth the different types of treatment offerings and aligning to desired patient outcomes
- comprehensive examinations and data collection
- detailed and accurate chart noting and appointment notes
- ability to be trained in using state of the art technology
- working together with the team and our providers to ensure all needs of the patients are met

Assist the providers during a variety of treatment procedures

- Set up and breakdown operatory post treatment



- Take dental radiographs/CT scans (x-rays)
- Manage infection control - prepare and sterilize instruments and equipment
- Provide patients with instructions for oral care following all treatment procedures
- Educate patients on appropriate oral hygiene strategies to maintain oral health
- Perform various office tasks as necessary

#### Qualifications and Skills

- DE Radiology Certificate (preferred) or ability to obtain within 60 days
- Strong computer skills and ability to learn new programs and technology quickly
- Reliable, loyal, punctual
- Attention to detail and organized
- Team player, a problem solver, takes initiative & personal responsibility

At The Pain and Sleep Therapy Center our mission is to improve the quality of life for all patients by discovering the root cause to help reduce pain, enhance sleep, increase energy and promote growth and development. Dr. Robinson, the visionary and chief clinical director of the practice, is the only doctor triple board certified in Craniofacial Pain and Dental Sleep Medicine in the tri-state area and is an avid educator at heart. He lectures internationally and is the host of this year's national Pediatric Airway Symposium in Philadelphia in October.

Along with Dr. Joanna Green, who specializes in tethered oral tissues and growth appliances, we offer a variety of services to promote proper growth and development for our adult and pediatric population, such as infant/pediatric frenectomy, adult frenuloplasty, ALF growth appliances, VIVOS growth appliances, and airway focused orthodontics. Through education and collaboration with other specialized providers, we help our patients commit to a wellness journey that focuses on proactive prevention and prioritizes overall health at each stage of life.

We offer competitive pay, benefits, personalized training programs, and more! We are looking for passionate, hard-working people who want to be part of our team and take ownership and pride in what they do. We promise exciting opportunities and growth potential.

Learn more about our practice, providers, and services at [www.PainandSleepcenter.com](http://www.PainandSleepcenter.com).

**Email your resume to [dane@painandsleepcenter.com](mailto:dane@painandsleepcenter.com)**