

Position Details

Position Title	Dental Assistant	
Mode of Employment	Part Time Permanent	<u>If part time, hours per week:</u> 16 hours
Award/EBA	Victorian Stand Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011-2015	
Classification	Grade 2.3 – 2.9	
Hourly Rate	Subject to experience level (plus superannuation)	
Salary Packaging	Up to \$15,900 per annum is available. Other eligible packaging items may apply.	
Department/Team	Dental	
Location	Ashburton, with the requirement to travel to other sites	
Reports to	Manager Dental	
Direct Reports	Nil	
Probationary Period	A three month probationary period will apply	
Working with Children Check required	Yes, a requirement for this position	
Disability Worker Exclusion Scheme consent required	Yes, a requirement for this position	
Medicare Registration Provider number required	Not a requirement for this position	
Professional Registration required	Not a requirement for this position	
Police Check required	Yes, a requirement for this position	
Driver's Licence required	Yes, a requirement for this position	

Position Summary

Organisation Background	Access Health and Community (AccessHC) is the new name for Inner East Community Health Service and Manningham Community Health Service. AccessHC operates in the
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	<p>Cities of Boroondara, Manningham and Yarra offering a range of medical, health and community services.</p> <p>AccessHC is a not for profit organisation with caring at its centre. Employing over 250 staff, our Mission is to build healthier lives together with our communities and deliver excellent health services for all. A high priority is placed on improving the quality of our client's lives through health education and health promotion and the delivery of integrated services. Whilst the majority of services are provided through funding from Federal and State Government programs, private practitioners also operate at the clinical sites.</p> <p>AccessHC maintains the following Values:</p> <p>Equity <i>We believe everyone is entitled to good health</i></p> <p>Collaboration <i>We work together to achieve our goals</i></p> <p>Integrity <i>We act honestly and ethically at all times</i></p> <p>Accountability <i>We take ownership of our actions and behaviours to ensure we achieve our goals</i></p> <p>Innovation <i>We drive innovation for better care</i></p> <p>Excellence <i>We strive to be the best at what we do.</i></p>
<p>Position Purpose</p>	<p>The purpose of the Dental Assistant position is to contribute to the provision of high quality, efficient and effective dental health services to eligible clients, through clinical support activities. A high level of knowledge and skills in undertaking duties with best practice and infection control standards is essential.</p> <p>Care is provided by a multidisciplinary dental team comprising of dentists, dental therapists, oral health therapists, dental prosthetist and dental assistants which is aimed at improving access to services and the oral health of the community.</p> <p>Private dental services are also provided at AccessHC with extended hours on Thursday evenings.</p>

Position Functions

<p>Key areas of accountability</p>	<p>Direct Care / Clinical Services</p> <ul style="list-style-type: none"> ○ Provide clinical chair-side assistance to Dentists, Dental Therapist, Oral Health Therapists & Prosthetists to aid in the provision of high quality dental services to clients ○ Prepare and provide equipment, dental materials and instruments for each client according to dental treatment, ensuring adequate supplies are available in the dental surgery ○ Undertake efficient clinical changeover of surgery between clients ○ Maintain a professional approach to work through the provision of quality client service ensuring client confidentiality and cultural diversity is respected
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- Assume responsibility for the sterilisation and maintenance of the clinical environment, dental instruments and equipment within the dental clinic, and ensure that proper procedures are undertaken in accordance with IECHS dental infection control policy
 - Ensure compliance with the National Safety and Quality Health Service Standards and AS/NZS 4815
 - Prepare developing and fixing solutions , develop radiographs and prepare radiographic storage envelopes
 - Ensure storage, packaging and collection of infectious waste/sharps and used developing/fixing solutions in accordance with AccessHC dental infection control policy
- Health Education and Health Promotion**
- Participate in multi-disciplinary team meetings to develop appropriate health education programs and information for clients as appropriate
 - Provide health education and illness prevention activities
 - Liaise with AccessHC Health Promotion working groups as appropriate
- Quality Improvement**
- Ensure safety and maintenance of dental instruments, equipment and supplies and report any faults and malfunctions
 - Adhere to AccessHC infection control policy and procedures
 - Participate in professional development, and keep abreast of issues related to Infection Control and Community Health
 - Participate in organisational and team based quality improvement activities as appropriate
 - Maintain OHS standards and participate in relevant programs
- Administrative Responsibilities**
- Undertake accurate dental charting on Titanium and paper dental record, where required
 - In consultation with the Dental Team, ensure an adequate supply of required clinic materials within budget parameters and manage appropriate rotation of stores items
 - Liaise with reception staff to ensure a patient focused appointment service
 - Assist with public enquiries in liaison with reception staff
 - Assist management with the induction of new or trainee staff members
 - Comply with administrative tasks as required
- Team & Service Development**
- Participate in team/site/staff meetings and contribute to the development of relevant policies & procedures
 - Participate in the planning, development and evaluation of dental services according to the organisation's philosophy
 - Demonstrate cooperation through flexibility in task performance, work location and hours of duty
 - Liaise and network with relevant professional and community groups
 - Undertake other duties as required

Other responsibility areas (all staff)	Quality and Risk Management Develop and maintain a sound knowledge of and commitment to AccessHC policies and procedures
	Occupational Health and Safety Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in Health and Safety training as required
	Professional Development Actively participate in relevant continuing professional development as required
	Standard of Conduct To abide by the policies and procedures of AccessHC applicable to the maintenance of good order and conduct. To maintain a harmonious and courteous attitude towards clients, the public and other staff

Position Requirements

Key Selection Criteria	<i>M = Mandatory D = Desirable</i>
Minimum Certificate III or IV Dental Assisting with minimum 2 years' experience	M
Demonstrated ability to work effectively as part of a multidisciplinary team	M
High level of clinical competence and broad relevant experience in all aspects of dentistry	M
Excellent interpersonal, communication and time management skills	M
Working With Children check	M

Application Details	<p>For Further Information contact: Niki Hantzis Senior Manager Dental Email: niki.hantzis@accesshc.org.au</p> <p>To apply online please visit the advertisement on www.seek.com and submit your application by attaching two documents. Applications should include a cover letter, with a statement addressing the KSC and a resume.</p>
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I have read and understand the above Position Description:

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Signed

Name

Date



Access Health and Community is a Child Safe Organisation

Access Health and Community is a provider of disability services. Successful applicants will be required to undertake a Disability Worker Exclusion Scheme and if necessary, an International Police check prior to any appointment.

Access Health and Community actively encourages applications from Aboriginal peoples and people from a culturally and/or linguistically diverse background