

Position Details

Position Title	Oral Health Therapist	
Mode of Employment	Fixed Term Part Time till March 2020	If part time, hours per week: 16
Award/EBA	Victorian Stand Alone Community Health Therapist, Dental Hygienist and Oral Health Therapists' Enterprise Agreement 2013 - 2017	
Classification	Level 2	
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	
Reports to	Senior Manager Dental	
Direct Reports	None	
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	Yes, 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 Cities of Boroondara, Manningham and Yarra offering a range of medical, health and community services.
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	<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 Oral Health Therapist (OHT) position is to provide high quality, efficient and effective dental services to eligible clients, in accordance with AccessHC policies and procedures. A high level of experience knowledge and skills in undertaking a broad range of clinical duties, including those clients with special needs.</p> <p>Willingness to achieve a high level of knowledge and skills in undertaking clinical duties through support and mentoring within the OHTs’ scope of practice and deliver dental services within the scope of publically funded dental services.</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>

Position Functions

<p>Key areas of accountability</p>	<p>KEY RESPONSIBILITIES</p> <p>Direct Care/Clinical Services</p> <ul style="list-style-type: none"> ○ Provide dental care in accordance with AccessHC and DHSV policies and guidelines, within the scope of public dental services and the Dental Board Of Australia. ○ Ensure delivery of high quality, effective and efficient dental services within the scope of public dental services and within scope of practice. ○ Adopt a multidisciplinary team approach in the delivery of dental care ○ Work in a consultative and referral manner with AccessHC dentists, dental/oral health therapists and dental prosthetist. Infrequently requiring support and advice from more experienced clinicians ○ Where appropriate refer complex treatment plans and ensure appropriate referrals to more experienced dental practitioners and dental specialists
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	<ul style="list-style-type: none"> ○ Supervise dental assistants and provide clinical direction and support to less experienced dental staff ○ Maintain a professional approach to work through the provision of quality client service ensuring client confidentiality and cultural diversity is respected <p>Health Education and Health Promotion</p> <ul style="list-style-type: none"> ○ Incorporate health education into all direct care contacts ○ Provide health education and illness prevention activities ○ Liaise with AccessHC Health Promotion working groups as appropriate <p>Quality Improvement</p> <ul style="list-style-type: none"> ○ Participate and contribute in multi-disciplinary dental team meetings ○ Adhere to AccessHC infection control policy and procedures and participate in infection control audits ○ Participate in professional development and keep abreast of issues related to Quality improvement, clinical practice standards and Infection Control ○ Participate in organisational and team based quality improvement activities as appropriate ○ Maintain OHS standards and participate in relevant programs ○ Ensure safety and maintenance of dental instruments, equipment and supplies and report any faults and malfunctions <p>Administrative Responsibilities</p> <ul style="list-style-type: none"> ○ Maintain and complete client records and statistical program records as per clinical dental record keeping guidelines ○ Liaise with reception staff to ensure a client focused appointment service which also maximises clinical productivity and minimises failed appointments ○ Assist with public enquiries in liaison with reception staff ○ Comply with administrative tasks as required <p>Team & Service Development</p> <ul style="list-style-type: none"> ○ 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 ○ Assist management with the induction of new or trainee staff members
<p>Other responsibility areas (all staff)</p>	<p><i>Quality and Risk Management</i> Develop and maintain a sound knowledge of and commitment to AccessHC policies and procedures</p>
	<p><i>Occupational Health and Safety</i> 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</p>
	<p><i>Professional Development</i> Actively participate in relevant continuing professional development as required</p>

	<p>Standard of Conduct</p> <p>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</p>
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Position Requirements

Applicants are required to provide a written statement addressing the Key Selection Criteria (KSC) with the Cover Letter.

Key Selection Criteria	<i>M = Mandatory D = Desirable</i>
Bachelor of Oral Health Therapy Or Possession of a qualification eligible for registration as an Oral Health Therapist recognised by the Dental Board of Australia.	M
Current AHPRA registration	M
High level of clinical competence and broad relevant experience in all aspects of dentistry within OHT scope of practice	M
Excellent interpersonal, communication and time management skills	M
Demonstrated ability to work effectively as part of a multidisciplinary team	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