

Employee Position Description

Position Details		
Position Title: Dental Assistant	Department: Dental	Agreement: Victorian Stand Alone Community Health Services (Health and Allied Health Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022
Reports To: Senior Manager Dental	Location: Ashburton	
Direct Reports: Senior Manager Dental	Employment Status: Part Time, Permanent	Classification: Level 2.3 – 2.9 based on experience
Position Primary Purpose		
<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>		
Decision Making Authority	Key Relationships	
<p>Decisions made independent of Manager</p>	<p>Internal</p> <ul style="list-style-type: none"> • AccessHC Staff <p>External</p> <ul style="list-style-type: none"> • DHSV • Craig Family Centre • Booroondara Maternal Child Health • Local schools, Playgroups, Kindergartens & Childcare centres 	

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
Direct Care / Clinical Services	<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 • 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 4817 2014 • 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
Administrative Responsibilities	<ul style="list-style-type: none"> • 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
Health Education and Health Promotion	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Ensure safety and maintenance of dental instruments, equipment and supplies and report any faults and malfunctions • Adhere to AccessHC infection control policy and procedures

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> • 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 • 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
Workplace Health and Safety	<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
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Integrity, Accountability, Innovation</i> and <i>Excellence</i>.
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Selection Criteria	
<p>Standard selection criteria items</p> <ul style="list-style-type: none"> • Police Check <i>(mandatory)</i> • International Police Check <i>(mandatory if lived/work os in past 10 yrs)</i> • Working With Children Check <i>(mandatory)</i> • Driver's Licence <i>(dependant on position)</i> <p>Qualifications, registrations and experience</p> <ul style="list-style-type: none"> • Tertiary qualifications in Cert III Dental Assisting or equivalent • Proficiency in Microsoft Office and relevant software applications 	<p>Key skills and attributes</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills • Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds • Commitment to continuous quality improvement and health promotion principles • Effective time management and prioritisation skills • High level of accuracy and attention to detail • High level of cultural sensitivity and awareness • Demonstrated ability to work in a team environment • Demonstrated behaviours consistent with AccessHC values
<p><i>AccessHC is a Child Safe Organisation.</i></p> <p><i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i></p>	

Authorisations	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>