

POSITION DESCRIPTION

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1 - POSITION DETAILS

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|-------------------------------------|--|
| Position Title | Dental Assistant |
| Position Number | PH – DA – 00001 Dental Assistant |
| Enterprise Agreement / Award | Health and Allied Services, Managers and Administrative Officers Multiple Enterprise Agreement 2018-2022 |
| Employment Status | As per contract |
| Classification Level / Grade | Dental Assistant 2.3 |
| Service Area | Primary Health |
| Team | Dental |
| Location | Parkdale |
| Line Manager | Lead Dental Assistant |
| Supervises | Nil |

2 – ABOUT US

CBCHS is a for-cause, not-for-profit organisation providing a wide range of allied health, dental, child development, disability and aged care services to more than 15,000 clients every year in and around the City of Kingston. Many of our clients are differently abled, socially isolated, financially disadvantaged or exposed to other socio-economic vulnerabilities. Our head office is in Parkdale with programs and services also offered at Chelsea, Clarinda, Mentone, Cheltenham, Clayton and Edithvale.

We are a values driven organisation with a reputation for service innovation and quality. We are a flexible and inclusive employer that values and supports workforce diversity. We strongly support equal opportunity and encourage applications from all people including Aboriginal and Torres Strait Islander communities, those with culturally and linguistically diverse backgrounds, the LGBTIQ community, and people with a disability.

Please visit our website for more information www.cbchs.org.au

3 - POSITION PURPOSE

The purpose of this position is to provide clinical chair-side assistance to Dental Operators in the provision of direct patient care.

4 – KEY RESPONSIBILITIES

Dental Assisting

- Provide advanced level of clinical chair-side assistance to Dental Operators consistent with the skills and competence of a Grade 2 Dental Assistant;
- Prepare the required equipment, dental materials and instruments for each client according to the dental treatment;
- Maintain Infection Control Standards within the Clinical Surgery and Sterilisation Bay;



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- Work within a team environment to maintain a high standard of housekeeping within the clinic to ensure that a clean working environment is preserved;
- Ensure that instruments and equipment are effectively sterilized and disinfected in accordance with the established infection control practice;
- Ensure that the storage, packing, collection and disposal of infectious wastes/sharps and used fixing solution is carried out in accordance with the relevant standards & guidelines;
- Ensure an adequate supply of stored items: instruments and equipment is available for any dental procedure likely to be undertaken and minimum level of supply is available for the next shift;
- Maintain communication with the Dental Operators for the coordination of activities/procedures necessary for the provision of client oral care;
- Prepare and maintain the dental facility for client reception;
- Maintain dental records by ensuring that medical clearances and letters are scanned into Client records;
- Participate in Dental staff meetings and other meetings deemed necessary or appropriate by the Practice Administrator.

General Administration

- Assist dental staff in maintaining medical records, enter client contact information and Tracking records into the database;
- Assist the dental team with word processing and photocopying, ensuring that appropriate standards are met in terms of presentation of documents and timeliness of completion;
- Receive and promptly distribute mail to the appropriate staff member.

General Duties

- Maintain a professional approach to work through provision of quality patient care;
- Provide significant emphasis on dental health education in individual oral care consultations;
- Provide general clinical Dental Assistant services in accordance with relevant clinical standards and Central Bayside Community Health Services Policy and Procedures.

5 – ORGANISATIONAL VALUES

CBCHS is committed to achieving its Vision of better health, wellbeing and support for our communities. CBCHS staff are required to uphold the core values of:

Respect

For each individual, families and for the diverse cultures within our communities.

Empowerment

As a cornerstone of how we work; we acknowledge the potential of each person and promote client participation and contribution.

Collaboration

With each other and with members of the community and colleagues from other organisations. We recognise that together we can achieve better outcomes.

Quality

In all aspects of our work. Our practice is evidence based and we continually strive to achieve excellence in all of our programs and services.

Transparency

In how we operate, particularly in how we make decisions and communicate.



6 – ORGANISATIONAL RESPONSIBILITIES

All employees are required to participate in organisational initiatives, including OHS, HR, Risk, Quality, Facilities & Learning and Development.

OHS

Ensure requirements of the Occupational Health and Safety Act 2004 are followed. This includes ensuring work is undertaken safely, injuries, accidents, near misses and potential hazards are reported immediately, and as required employees participate in or support consultative structures including the OHS Committee.

Continuous Quality Improvement

Participate in the established quality and safety systems to ensure that safe high quality care is provided to all clients at all times. This includes assisting CBCHS to maintain quality accreditation standards by identifying and participating in the development and implementation of quality improvement initiatives.

Duty of Care

Take reasonable steps to protect themselves, their colleagues and clients from injury or harm. This includes ensuring that adequate supervision/support is provided to all clients.

Code of Conduct

Familiarise themselves with and abide by the CBCHS Code of Conduct and ensure that their actions are in accordance with the CBCHS values and organisation policies and procedures.

Community Participation

Assist CBCHS to promote awareness to the community that consumer, carer, and community participation at all levels of the organisation is encouraged. This includes encouraging community participation in surveys, focus groups and committees as required. Additionally, Primary Health employees must contribute as relevant to CBCHS health promotion plan by working collaboratively with other health professionals.

7 – WORKING RELATIONSHIPS

Direct Reports:

- Nil.

Other Internal working relationships include:

- Dental assistants;
- Reception staff;
- Clinical staff;
- Clinical Coordinator.

External working relationships include:

- Clients of CBCHS.



8 – KEY SELECTION CRITERIA

Qualifications & Experience

- Demonstrated experience in dental nursing and reception role in either private or public practice;
- Certificate III in Dental Assisting or equivalent.

Knowledge & Skills

- High level of computer proficiency;
- Knowledge and previous experience of using TITANIUM is desirable;
- Well-developed communication skills both written and verbal, including the ability to liaise with families, carers and other professionals from a diverse range of cultures and backgrounds;
- Demonstrated focus on service excellence with a commitment to delivering high quality outcomes for clients;
- Ability to work flexibly and adapt to changing situations;
- Ability to demonstrate on-going drive and commitment in a challenging environment;
- Demonstrated ability to work well as a part of a team and follow direction as required;
- Good organisational and time management skills;
- Current Victorian Drivers licence;
- Previous experience in person centred planning is desirable;
- Previous experience in development of Behaviour Support Plans is desirable;
- Current First Aid Certificate is desirable.

Compliance Checks

In line with legislation CBCHS will conduct the following checks that must be returned clear before commencing:

- Police Check – If applicable;
- NDIS Worker Screening Check – If applicable;
- Disability Code of Conduct Acknowledgement – if applicable;
- CBCHS Child Safe Code of Conduct Acknowledgement;
- Working with Children Check;
- Professional Registrations if applicable;
- All employees must be either an Australian Citizen, Permanent Resident or have an appropriate Australian Visa that will legally enable them to fulfil the obligations of the contract of employment.



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9 - AUTHORISATION

| | | |
|------------|-----------|------------|
| CEO | Name | Deb Stuart |
| | Date | |
| | Signature | |

| | | |
|-----------------|-----------|--|
| Employee | Name | |
| | Date | |
| | Signature | |

