

Position Title	Dental Assistant
Department	Dental
Reports to	Clinical Coordinator Dental Assistant

POSITION SUMMARY

Department Overview

Connect Health & Community- Dental, operates a 7-chair dental clinic providing general and emergency dental care under the auspices of the Victorian Oral Health Program.

About this role

The position will:

- Provide chairside assistance
- Maintain established infection control standards in all areas of the clinic
- Maintain dental equipment, consumables and supplies in the dental surgery
- Undertake Dental and Podiatry equipment decontamination and sterilization in the sterilization facility
- Provide mentorship and support to less experienced dental assistants
- Seek guidance from more experienced colleagues and the Clinic Coordinator Dental Assistant
- Participate in dental program initiatives
- Undertake relevant administrative duties

ROLE OBJECTIVE

To provide excellent customer focus, professionalism and an emphasis on teamwork in the dental surgery and within the entire dental program team.

Universal Responsibilities of all employees:

- Promote activities and programs in accordance with Connect Health & Community Vision and Purpose.
- Model and promote Connect Health & Community Values in the workplace
- Adhere to Connect Health & Community Code of Conduct, ensuring professional conduct and confidentiality is maintained at all times, Equal Opportunity principles are followed at all times and undertake and promote safe work practices and procedures in accordance with Connect Health & Community Policy
- Comply with all legislative requirements relevant to the position , policies, procedures, systems and processes of Connect Health & Community and other external stakeholders
- Connect Health & Community are committed to the safety and wellbeing of children and young people
- Intellectual Property remains the sole property of Connect Health & Community, unless otherwise authorised and confirmed in writing

INTERNAL and EXTERNAL RELATIONSHIPS

Internal working relationships include

- All Dental Staff
- Reception staff
- Corporate staff (HR payroll)

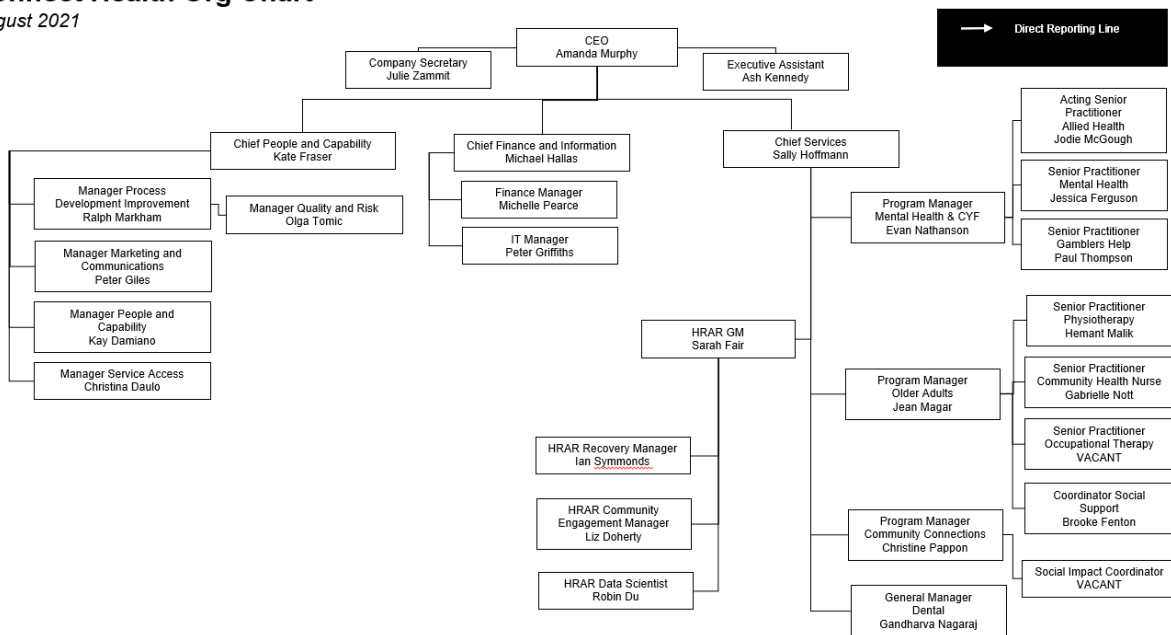
External working relationships include:

- Clients
- Department of Health
- Dental Health Services Victoria and Royal Dental Hospital Melbourne
- Other community centres
- Kindergarten and Schools

ORGANISATIONAL CHART

Connect Health Org Chart

August 2021



POSITION SPECIFIC RESPONSIBILITIES

1. Promote teamwork between all dental clinic staff
2. Chairside assistance to the Dental Clinicians by providing the necessary equipment, instruments and dental consumables for each patient according to dental treatment
3. Ensure appropriate storage, usage and disposable of all dental consumables in the dental surgery dental surgery and the dental storeroom, including pharmaceuticals (S2, S3 and S4 drugs) is in accordance with the policy of the organization.
4. Ensure an adequate supply and stock of dental equipment, consumables and supplies in the dental surgery at all times.
5. Advise the Clinic Coordinator- Dental Assistant on equipment maintenance and instrument replacement needs in the dental surgery and sterilization facility
6. Undertake infection control procedures for waste management (including disposal of sharps) throughout the dental clinic
7. Undertake dental equipment decontamination and sterilization in the sterilization facility
8. Provide support and mentorship to less experienced dental assistants
9. Seek guidance from more experienced colleagues

10. Assist the Clinic Coordinator to orientate and train new dental staff (locum Dentist, other dental clinicians, agency dental assistants, dental students)
11. Actively participate in oral health education and promotion activities (including outreach activity).

GENERAL RESPONSIBILITIES

1. The employee/contractor or sub-contractor will see anyone from whatever funding options are available or will be available in the future. We are moving progressively into a contestable market environment where funding is not attached to a client. Grant funding will not exist for Connect Health and therefore there is a risk that underperformance will lead to loss of revenue and may impact on employment.
2. Promote activities and programs in accordance with Connect Health and Community strategic plan 2016-19
3. Promote awareness to the community that Connect Health & Community encourages consumer, carer and community participation at all levels of the organisation
4. Participate in staff meetings and other organised activities such as quality improvement programs.
5. Undertake other duties as directed.

KEY SELECTION CRITERIA**Qualifications, Key Skills, Competencies and Personal Attributes**

1. Demonstrated knowledge and professional skills in dental assisting
2. Sound awareness and understanding of infection control principles
3. Demonstrated ability to work as a constructive team member
4. Excellent communication and interpersonal skills
5. A commitment to quality, client-focused care
6. Ability to work under pressure and be open and adaptive to change
7. Flexible in task performance and hours of work
8. Commitment to continuing education and professional development
9. Basic computer skills

Mandatory requirements:

- Current Victorian Driver's Licence
- Current Police check
- Current Working with Children check (employee)
- Evidence of COVID-19 Vaccination Status
- Immunisation records

Qualifications:

- Cert III Dental Assisting

Assessment

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

- **Supports strategic direction**
Proven high-level ability to analyse situations and propose creative solutions, particularly in relation to communications and marketing.

- **Achieves results**
Demonstrated ability to prepare effective and tailored materials for communications and marketing projects and to monitor and evaluate their implementation.
- **Supports productive working relationships**
Demonstrated high level communication, both written and oral and consultation and negotiation skills with proven ability to liaise with senior executives and the staff within the organisation.
- **Displays personal drive and integrity**
Proven ability to act independently to meet project goals within identified deadlines and budgets.
- **Communicates with influence**
Knowledge of contemporary communications and marketing best practice, and experience in implementing communications and marketing strategies in practical situations.

PERFORMANCE APPRAISAL

A professional review shall be conducted 6 months after commencement of appointment and 6 months thereafter with the Clinic Coordinator Dental Assistant.

Conditions of Employment	
Remuneration	Dental Assistant Grade subject to skills and experience. The employee will be paid in accordance with the Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022. Salary Packaging is available in accordance with prevailing legislation and Connect Health & Community Policy.
Tenure	Maternity leave role ending on 24 Nov 2022 (or earlier subject to returning incumbent)
Location:	2A Gardeners Road, East Bentleigh
Hours of Duty/Flexibility	<ul style="list-style-type: none"> • Full time hours; 1.0 FTE • 1 ADO/month • Working days- Monday to Friday • Standard Office Hours 8.00 am - 4.30 pm • Extended hours- weekdays 5 pm to 7.30 pm when rostered
Probationary Period	<ul style="list-style-type: none"> • Confirmation of new employees to Connect Health is subject to a 6-month probationary period, during which time the employee must demonstrate satisfactory capability to perform the key Tasks and Accountabilities.
Pre-employment Checks	<ul style="list-style-type: none"> • Employment is contingent upon a satisfactory Police Check & Working with Children Check • 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. • Relevant prior service must be disclosed
Membership	<ul style="list-style-type: none"> • You must provide Connect Health a copy of your membership of a relevant association/professional body. Registration must always be current and maintained at your cost.

Pre-Existing Injury/Illness	<ul style="list-style-type: none"> Applicants are required to sign a Pre-Employment Declaration Form.
General	<ul style="list-style-type: none"> Management, in consultation with the staff member, reserves the right to modify this position description as required. Connect Health and Community requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000
Approval Date	16/11/21
Revised Date	23 July 2021
Written by	General Manager, Dental
Authorised by	CEO
Acknowledgement	
Employee Declaration	I have read, understand and acknowledge the contents of this position description.
Employee Name	
Employee Signature	
Date	

ORGANISATIONAL INFORMATION

Connect Health & Community is a registered Company Limited by Guarantee operating in a quality, accredited, not-for-profit environment and governed by a Board of Directors.

Connect Health & Community incorporate key service delivery and community programs for Community Health, Commonwealth Home Support Program, Dental, Gambler's Help Southern (GHS) and Volunteers and Community Connections.

Connect Health & Community employ approximately 160 staff with an operating budget of approximately \$14.7M. Connect Health & Community has approximately 200 dedicated volunteers who assist our organisation and community. The organisation's strategic directions and organisational values are supported by our staff and volunteers and defined by behaviours, skills and attitudes.

Connect Health & Community is guided by the principles of the social model of health; holistic service provision; continuous quality improvement; community and consumer participation and the diverse social aspects of our community.

VISION

Healthy People, Healthy Communities

PURPOSE

Assisting you in meeting your health and wellbeing goals.

VALUES**Respect**

- Treating others fairly and objectively
- Value the central role of family and community
- Freedom from discrimination, harassment and bullying

Responsiveness

- Meet the needs of our diverse community by providing services that are accessible and innovative, timely, cost effective, appropriate and of a high standard.
- Build an adaptive workforce to respond to changing community needs.
- Minimise barriers for people, especially vulnerable communities.

Accountability

- Accepting responsibility for decisions and actions
- Best service value with public funds
- Providing services professionally and to the highest ethical standards
- Acting in a transparent manner

Collaboration

- Working with people and communities to deliver quality, accessible integrated service
- Actively involve the community to achieve people-centred service
- Joint communication and decision making treating all clients, staff and the community with care, dignity and understanding
- Provide a supportive and safe work environment for all voluntary and paid staff

Responsiveness

- Meet the needs of our diverse community by providing services that are accessible and innovative.