

Position Description

Dental Assistant

Position Title:	Dental Assistant
Position Number:	N/A
Manager/Supervisor:	Clinic Coordinator Dental Assistant
Division:	Operations
Program:	Dental
Primary Location:	2A Gardeners Road, Bentleigh East, VIC 3165
Other Location:	Not applicable
Classification Grade & Level:	Grade 2
Enterprise Agreement or Award:	Health and Allied Services, Managers and Admin: Victorian Stand-Alone Community Health Centres (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022
Mode of Employment:	Permanent - Part Time

Better Health Network

Better Health Network (BHN) encompasses more than 22 locations and has over 800 staff work in multi-disciplinary teams to deliver health and disability outcomes. BHN is a responsive and agile community health service, providing a wide range of healthcare, social support, disability, and welfare services for all members of the community.

BHN provides services spanning all periods of life including specialist childhood, youth, and aged care services. In achieving its vision of health and wellbeing for all, BHN is guided by our distinct service principles which include working with people and communities to achieve their health goals, understanding the context in which people live their lives, providing friendly, affordable, and holistic service.

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Position Objective

To deliver high quality oral health services to the community by providing clinical and administrative assistance to the Dental Clinicians.

Key Responsibilities

CLINIC

I. Chairside

- Proficient with dental terminology
- Comply with general and dental specific Infection prevention and control policy, procedures, and relevant audits.
- Able to maintain adequate stock levels and monitor their use daily.
- Able to prepare necessary equipment, instruments and materials required to undertake general dental procedures.
- Manage and dispose contaminated waste.
- Assist Dental Clinicians with record keeping and processing of dental radiographs for viewing.
- Assist Dental Clinicians to deliver the full range of general dental treatments effectively and efficiently, including surgical extractions and root canal treatment.
- Able to promote and provide general oral hygiene instructions.
- Able to assist with administrative duties i.e., appointment bookings, account reconciliation.
- Support less experienced dental assistants (trainee) and assist casual staff (when required).
- Adopt and implement safe work practices.
- Committed to continuing education and development.

II. Central Sterilisation Service Department (CSSD)

- Able to safely segregate, clean, and disinfect Reusable Medical Devices (RMDs)
- Good understanding of current standards relevant to reprocessing RMDs (dental and podiatry instruments).
- Able to operate disinfection and sterilisation equipment.
- Able to inspect, pack and prepare RMDs for sterilisation.
- Maintain accurate CSSD records including tracking of RMDs.
- Monitor and manage the quality of sterile stock.
- Participate in relevant training and audits specific to CSSD.

OUTREACH

- In addition to chairside and CSSD responsibilities, dental assistants are expected to participate in oral health promotion programs and campaigns.
- Assist Dental Clinicians to deliver oral health education, prevention activities and for prepare for timely referrals to appropriate settings for further treatment.
- Transfer (if required) and maintain accurate dental records.
- Ensure all equipment and instruments used are in working condition.
- Always adhere to strict infection prevention and control practices.

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Organisational Values

All positions are required to follow the BHN values of respect, kindness, accountability, and innovation to guide their actions and behaviours towards employees and clients.

Organisational Responsibilities

All positions are required to:

- Comply with BHN safety policies and procedures including a responsibility to participate in the development of a safe and healthy workplace. All employees must follow safe work practices for their own health and safety, and that of others. This includes ensuring work is undertaken safely and that injuries, accidents, near misses and potential hazards are reported immediately. Managers / Team Leaders must identify, assess, manage, and review risks to the health and safety of employees, contractors, and clients.
 - Participate in the established quality and safety systems to ensure that safe high-quality care is always provided to all clients. This includes assisting BHN to maintain quality accreditation standards by identifying and participating in the development and implementation of quality improvement initiatives.
 - Ensure a Duty of Care by taking 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.
 - Familiarise themselves with and abide by BHN policies, procedures, values, and Code of Conduct.
 - Comply with the principles of equity by promoting gender equality and creating a culture, conditions and practices that are inclusive and equitable for all genders and equity for individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI+ community to apply.
 - Follow legislative responsibilities and compliance requirements (including the child safety standards) for keeping children and families safe with BHN committed to the safety of children and families and ensuring they are protected from abuse, neglect, and violence.
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Working Relationships

Direct Reports	<ul style="list-style-type: none"> • Clinic Coordinator Dental Assistant • Manager Dental
Internal working relationships include	<ul style="list-style-type: none"> • Dental • Service Access • Corporate services (HR, Payroll, IT/IM)
External working relationships include	<ul style="list-style-type: none"> • Dental Health Services Victoria (DHSV) • Royal Dental Hospital Melbourne (RDHM) • Other Community Dental Agencies • Kindergarten and Schools

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Key Selection Criteria

Essential Skills & Experience	<ul style="list-style-type: none"> • Demonstrated skills and knowledge in Dental Assisting. • Good self-management and communication skills. • Able to prioritise, organise and implement tasks effectively and in a timely manner. • Be able to adapt to change and operational requirements. • Be able to perform in a diverse team environment. • Work professionally and always uphold client confidentiality. • Basic computer skills.
Essential Attributes	<ul style="list-style-type: none"> • Victorian Driver's licence • Police Check • Working with Children Check • Immunization records • COVID vaccination
Qualifications / Registrations Requirements	<ul style="list-style-type: none"> • Certificate III in Dental Assisting

Other work-related matters

Work pattern	<ul style="list-style-type: none"> • Working days- Monday to Friday • Standard hours 8am to 4.30pm • Extended hours 5pm to 7.30pm, as per roster
Probationary period	<ul style="list-style-type: none"> • New employees are subject to 6-month probationary period, during which time the employee must demonstrate satisfactory performance against key tasks and accountabilities.
Remuneration	<ul style="list-style-type: none"> • Progression between pay points within each of the salary level is based on annual assessment of performance.

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Compliance

Compliance Responsibilities:

- It is the responsibility of both the Manager and Incumbent(s) of the role to ensure the employee(s) performing the role meet relevant requirements of Professional Standards/Codes of Conduct imposed by AHPRA, National Boards, or under Industry Codes.

Probity checks must be completed as indicated

<input checked="" type="checkbox"/> National Police Check/Criminal Record Check [Mandatory]	<input checked="" type="checkbox"/> Working with Children Check
<input type="checkbox"/> NDIS Worker Screening Check	<input type="checkbox"/> Aged Care statutory declaration
<input type="checkbox"/> AHPRA Registration	<input checked="" type="checkbox"/> Discipline Specific Vaccination (Flu / Hep B)
<input checked="" type="checkbox"/> Evidence of Right to Work in Australia [Mandatory]	<input checked="" type="checkbox"/> COVID 19 Vaccination(s) [Mandatory]

Person who completed and authorised the Position Description

Position Title: Manager- Dental

Division/Program: Operations/Oral Health

Employee Declaration: I have read, understood, and acknowledge the contents of this Position Description.

**Employee
Name:**

**Employee
Signature:**

Date:
