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| POSITION INFORMATION |
| **Position Title:** | Dental Assistant |
| **Position Term:** | Casual |
| **Hours:** | As required |
| **Award:** | Health & Allied Services, Managers & Admin Officers |
| **Location:** | The Service currently has sites at Tecoma, Healesville, Belgrave and Lilydale. This position may be based in the Lilydale premise, outreach clinics or within the Community |
| **Team:** | Dental  |
| **Reports To:** | Senior Dental Assistant |
| **Date:** | January 2018 |

About Inspiro

Inspiro is a local, not-for-profit health service providing allied health, counselling, dental and health promotion services to the Yarra Ranges community. Inspiro is committed to providing an equitable, inclusive and respectful service and workplace for all. We embrace differences in health needs, and work to provide individuals and communities the care necessary to lead healthier lives.

**Our Vision:**

Inspiring healthier lives. Our vision is to inspire as many people as we can to identify and achieve their own health goals.

**Our Values:**

*Friendly:*we offer a welcoming and accessible place where people are treated with respect and dignity.

*Client centred:*We support the right of each individual to set their own health goals and actively work alongside and empower people to reach them.

*Local:*we provide a strong community membership, board and workforce which keeps us grounded on what is important for clients.

Our work environment is based around the workplace values of respect, recognition, collaboration, openness, integrity and empowerment.

Position Summary

The position of Dental Assistant aims to provide effective chair side assistance to the dentists and high quality infection control support to the dental team and its services. The position aims to provide evidence based high quality, safe, patient/client centred care that meets current professional best practice standards.

Position responsiblities

Inspiro has as a principle part of its philosophy an emphasis on illness prevention, early intervention and health promotion. To active this, this role will work co-operatively within a team of dedicated professionals, to provide high quality, comprehensive and multi-disciplinary health services.

**Direct Service Provision**

1. Provide clinical chair-side assistance to dental operators in accordance with public dental clinical standards and policies.
2. Ensure facilities and dental equipment within the clinic are of a high standard according to Inspiro’s infection control policy and guidelines, and stores are maintained at an appropriate level.
3. Monitor and comply with sterilisation procedures in accordance with recognised standards.
4. Comply with best practice infection control guidelines and conduct audits as requested..
5. Be alert and take responsibility to maintain a safe work place. Advise OHS representative/Dental manager on Occupational Health and Safety issues.
6. Actively foster positive and constructive communication across the service.
7. Understand and ensure public dental policies, practices and guidelines are adhered to within the clinic.
8. Ensure storage, packaging and collection of infectious waste/sharps and used developing/fixing solutions occurs, in accordance with recognised waste control policy.
9. Processing of dental analog/digital radiographs.
10. Pouring up of impressions.
11. An overall awareness of the goals and values of Inspiro and public dental philosophy.
12. Assist with reception duties as required.
13. As part of a team approach to service delivery staff may hold responsibility for across service activities (a portfolio approach) such as rostering, ordering of supplies, infection control etc. All staff are required to work with and accept advice from their portfolio colleagues and as directed by the Dental Unit Manager.

**Other duties**

1. Comply with all OHS guidelines and contribute expertise when required, to maximizing the safety of staff and clients of the organisation.
2. Be committed to on-going professional development and undertake annual mandatory training as required eg VHIMS, Hand Hygiene, Open Disclosure, CPR etc. Keep up to date with developments and trends within Community Health.
3. Participate in Inspiro’s continual quality improvement program including the development of new practice models and community development approaches.
4. Participate in the creation of a culturally safe environment for staff, clients and the community in line with Inspiro’s commitment to cultural diversity and inclusiveness.
5. Ensure Inspiro’s services are accessible**,** client focused; developed, delivered and evaluated in partnership with our diverse communities.
6. Participate in team and service planning, health promotion activities, policy development and other project activities as required.

**Performance Objectives and Indicators :**

Performance objectives and indicators will be discussed with your manager and a workplan developed.

**Key selection criteria**

**Qualifications, knowledge and experience**

Essential:

* Possession of a recognised Dental Assistant Certificate III Accreditation and/or Badge issued by the Council of Australian Dental Association or equivalent.
* Evidence of recent practice, skills and training in infection control procedures that meet National Infection Control standards.
* Advanced level of clinical competence in all applications and procedures.
* Demonstrated ability to work as part of a team.
* Excellent interpersonal and communication skills.
* Current Working with Children’s Check valid for employment purposes.
* Demonstrated high level of initiative and ability to undertake delegated or assigned tasks
* Proven ability to be organized, efficient and productive.

Desirable:

* Demonstrated understanding of public dental policies and practices.
* Computer skills including word processing and Titanium Dental Software.
* Knowledge of a second language and culture would be an advantage.
* Willingness to undertake continuing personal and professional development
* Current Victorian Driver’s Licence and the ability to drive a range of vehicles as required

Employment is subject to a police check. Persons who have worked overseas may be required to obtain an international police check.

Acknowledgement

I acknowledge and agree with the above position description.

Signed:

Employee Name:

Date: