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| POSITION INFORMATION |
| **Position Title:** | Dentist |
| **Position Term:** | Permanent part-time, subject to funding by the Department |
| **Hours:** | Up to 3 days per week;  |
| **Award:** | Comm Health General Dentists Agreement |
| **Location:** | The Service currently has sites at Belgrave, Healesville and Lilydale. This position may be based in the Lilydale premise, outreach clinics or within the Community |
| **Team:** | Dental |
| **Reports To:** | Dental Clinical Manager |
| **Date:** | Jan 2019 |

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 Dentist aims to provide dental services to eligible community members within Dental Health Services Victoria (DHSV) Community Dental Program Guidelines. It also aims to provide evidence based high quality, safe, patient/client centred care that meets current professional best practice standards.

Inspiro has provision for private dental work to complement the public dental work. The candidate must be willing to participate in private dental work, under the supervision of Senior Dentists.

**Position’s responsibilities**

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 a general dental service to clients of Inspiro, in line with all policies, procedures, and guidelines for practice and Award level.
2. Provide professional guidance and support for dental auxiliaries, assistants, clerical staff, less experienced dentists and any volunteers assisting the dental program.
3. Ensure the appropriate referral of patients for specialist services
4. Participate in dental staff meetings and other activities as directed.
5. Meet individual targets set and provide feedback to the Dental Unit Manager on issues related to clinical performance.
6. Ensure high levels of customer service by undertaking duties in a professional and timely manner when dealing with clients and the public
7. Maintain and process patient records in accordance with DHSV Clinical Record Standards and the Health Records Act 2002.
8. Adhere to Inspiro’s and comply with best practice Infection Control Guidelines
9. Ensure all equipment are well maintained including diagnosis of common faults
10. Undertake professional development and continuing education as set out by the Dental Practice Board of Victoria.

**Other duties**

1. Participate in professional appraisals, team and service planning, policy development, in-service training and other project activities as negotiated.
2. Comply with all OHS guidelines and contribute expertise when required, to maximizing the safety of staff and clients of the organisation.
3. 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.
4. Participate in Inspiro’s continual quality improvement program including the development of new practice models and community development approaches.
5. 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.
6. Ensure Inspiro’s services are accessible**,** client focused; developed, delivered and evaluated in partnership with our diverse communities.
7. Participate in team and service planning, health promotion activities, policy development and other project activities as required.

**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:**

* Registered as a dentist with AHPRA.
* Working with Children Check
* Ionizing Radiation Apparatus Operating License in Victoria
* Demonstrated experience and skill in a wide range of dental assessment procedures, treatments and activities for children and adults.
* Demonstrated ability to provide leadership and supervision to clinical support staff and work as part of a team.
* A demonstrated commitment to Public Health Principles
* Ability to communicate effectively in verbal and written form
* Good Information Technology skills and familiarity with electronic medical records software

**Desirable:**

* Membership of the Dental Association and participation in professional development programs.
* Demonstrated ability to achieve throughput targets and objectives
* Special understanding of working with high needs clients.

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: