

# Position Description

POSITION INFORMATION	
<b>Position Title:</b>	Oral Health Therapist
<b>Position Term:</b>	Permanent
<b>Hours:</b>	As required
<b>Award:</b>	Dental Therapists, Dental Hygienists and Oral Health Therapists Multi-Employer Agreement 2013-2017
<b>Location:</b>	This position is based at both Lilydale, Healesville and Belgrave and may be required to operate at other sites and travel within and across the community.
<b>Team:</b>	Dental
<b>Reports To:</b>	Dental Clinical Manager
<b>Date:</b>	April 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 Oral Health Therapist aims to provide dental services to eligible community members within the scope of AHPRA and Dental Practice Board of Victoria's Code of Practice and Inspiro Community Dental Program Guidelines.

The position aims to provide quality health services that empower individuals, reduce health inequities and build stronger communities

## **POSITION RESPONSIBILITIES**

Inspiro has as a principle part of its philosophy an emphasis on illness prevention, early intervention and health promotion. To achieve 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**

- Provide a general dental service to clients of Inspiro, in line with all policies, procedures, and guidelines for practice
- Provide services within current Dental Practice Board of Victoria's Code of Practice for Dental Therapists / Hygienists.
- Provide professional guidance and support as appropriate for dental auxiliaries, clerical staff, and any volunteers assisting the dental program.
- Ensure the appropriate referral of patients to Dental Officers
- Participate in dental staff meetings and other activities as directed.
- Meet individual targets set and provide feedback to the Dental Unit Manager on issues related to clinic performance.
- Ensure high levels of customer service by undertaking duties in a professional and timely manner when dealing with clients and the public
- Maintain and process patient records in accordance with DHSV Clinical Record Standards and the Health Records Act 2002.
- Provide oral health promotion and information to clients within the clinical setting.
- Adhere to Inspiro Infection Control Guidelines
- Ensure all equipment is well maintained including diagnosis of common faults
- Be committed to ongoing professional development, and to keep up to date with developments and trends within Community Health.
- Provide a "person centred" model of care that focuses on the individual needs and circumstances of the client

### **Teamwork, Quality Improvement and Professional Development**

- Participate in team and service planning, health promotion activities, policy development and other project activities as required.
- Participate in Inspiro's continual quality improvement program including the development of new practice models and community development approaches.
- Be committed to ongoing professional development and undertake annual mandatory training. Keep up to date with developments and trends within Community Health.

- 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
- Ensure Inspiro's services are accessible, client focused; developed, delivered and evaluated in partnership with our diverse communities.
- Receive and record any feedback from clients, carers, or members of the community.

### **Occupational Health and Safety**

- Comply with best practice infection control guidelines.
- Comply with all OHS guidelines and contribute expertise when required, to maximizing the safety of staff and clients of the organisation.
- Actively participate in education related to emergency procedures and in some circumstances, first aid courses
- Report any real or potential hazards to staff, clients, visitors or the community
- Report any adverse outcome or near miss experienced by the client so that strategies can be implemented to prevent recurrence.

## **PERFORMANCE OBJECTIVES AND INDICATORS**

### **Performance Targets and Practice Framework (to be finalised with Manager)**

- Achievement of 4.31 DWAUs per day, subject to change/adjustment in consultation with the Dental Clinical Manager

### **Practice Framework**

- Compliance with Inspiro service model and practice framework
- Compliance with APHRA, credentialing and accreditation requirements
- Compliance with Inspiro policy and procedures
- Compliance with documentation and data reporting requirements
- Compliance with file audits and peer review

### **Quality Improvement and Evaluation**

- Evidence of participation in quality improvement activities
- Evidence of participation in professional development activities relevant to the position
- Review programs and groups annually

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

## **KEY SELECTION CRITERIA**

### **Qualifications, knowledge and experience**

#### **Essential:**

- Dental qualification eligible for registration as a Oral Health Therapist with AHPRA.
- Work related 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
- Membership of relevant Professional Association and participation in professional development programs.
- Demonstrated ability to achieve throughput targets and objectives
- Good Information Technology skills and familiarity with electronic medical records software
- 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: