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| POSITION INFORMATION | |
| **Position Title:** | Senior Dental Assistant |
| **Position Term:** | Permanent Part-Time 0.8 FTE |
| **Hours:** | 32 hours per week |
| **Award:** | Dental Nurse |
| **Location:** | The service currently has sites at Healesville, Belgrave and Lilydale. This position may be based at these sites, outreach clinics or within the Community. |
| **Team:** | Dental |
| **Reports To:** | Senior Dentist/Dental Manager |
| **Date:** | Sept 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.

**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 purpose of this position is to provide leadership and day to day operational advice to the Dental team – ensuring the team works in a coordinated, cost-effective and continuous improvement mode. Ensuring a high quality of clinical practise that meets or exceeds accreditation is a priority and key focus of the role.

Position responsiblities

This position specifically supports the Dental Clinical Manager to ensure the team works in accordance with National and best practise standards.

This also includes leadership responsibility for the sterilisation systems and processes, stock management and stores and equipment maintenance as part of the dental team.

**Duties and Responsibilities**

* Provide clinical chair-side assistance to dental clinicians in accordance with public dental standards and policies.
* To be responsible and delegate where appropriate the sterilisation and maintenance of dental instruments and equipment within the dental facility in accordance with National Standards for infection control.
* Ensure facilities and dental equipment within the clinic are of a high standard and stores are maintained at an appropriate level.
* Monitor and comply with sterilisation procedures in accordance with National Standards including participation in regular audits.
* Understand and public dental policies, practices and guidelines are adhered to within the clinic with reference to the National Standards.
* Ensure storage, packaging and collection of infectious waste/sharps in accordance with recognised infection control policy and legislative requirements.
* To mentor new or inexperienced Dental Assistants or trainees where appropriate
* An overall awareness of the goals and values of Inspiro and public dental philosophy.
* As part of a team approach to service delivery, staff may hold responsibility for across service activities such as rostering, ordering of supplies, infection control etc.
* Provide leadership and professional support of Inspiro’s Dental Assistants. This includes but is not limited to coordinating rosters, supervising Dental Assistants, supporting team in the use of dental systems, generating reports about dental team performance, training Dental Assistants in new developments of dental techniques.
* Develop a strong team led and supportive workplace that supports and encourages staff and service development.
* As a member of the Inspiro Leadership Team:
  + Demonstrate respectful and supportive leadership behaviours that value diverse views and are solution focussed
  + Work with and promote the workplace values of respect, recognition, collaboration, openness, integrity and empowerment
  + Demonstrate and implement a performance based culture with open and transparent communication and decision making as key components of the culture
  + Actively promote and represent Inspiro to stakeholders internally and externally
* Work in accordance with Inspiro’s policies and procedures and ensure staff and service development are consistent with Inspiro’s policies.

**Teamwork, Quality Improvement and Professional Development**

* Participate in team and service planning and other project activities as required.
* Participate actively in quality and risk management including supporting and encouraging staff participation in quality activities. This includes but is not limited to participation in the annual audit program, Quality and Clinical Governance Committee participation, Accreditation and other quality activities.
* Be committed to ongoing professional development and undertake annual mandatory training. Keep up to date with dental developments and trends within Community Health.
* Support and value diversity at all levels within the organisation and in all services, that we provide by being respectful and appreciating individuals’ emotional, intellectual, physical, spiritual and experiential differences and uniqueness.
* Ensure Inspiro’s services are accessible, client focused; developed, delivered and evaluated in partnership with our diverse communities.

**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.

**Performance objectives and indicators**

**Performance Targets**

* Annual service plan with team targets achieved
* Evidence of services strategic direction incorporated into team and service plans

**Practice Framework**

* Compliance with NSQHS and accreditation requirements
* Day to day operation of the service demonstrated to good practise standard

**Quality Improvement and Evaluation**

* Quality and accreditation activities completed and accreditation achieved
* Clinical review and practise demonstrated to best practise standard

**Leadership**

* Evidence of leadership in service wide activities.

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

**Key selection criteria**

**Qualifications, knowledge and experience**

* 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.
* Well-developed interpersonal skills to influence and inspire staff and other stakeholders
* Demonstrated leadership skills with the ability to support a team approach with a positive workplace culture
* Possession of a current Victorian Driver’s Licence and Working with Children Check valid for employment purposes.
* Demonstrated high level of initiative and ability to undertake delegated or assigned tasks
* Proven ability to be organised, efficient and productive.
* Sound demonstrable knowledge of MS Outlook, MS Office (including Word, Excel and PowerPoint) and Internet Explorer. In addition, the capacity to learn to effectively use the Inspiro electronic records systems and other software applications (e.g. VHIMS, TrakCare and Titanium).

### Desirable

* Knowledge of a second language and culture.
* Understanding of DHSV policies and practices.
* Demonstrated experience in the leadership and management of multi – disciplined clinical teams striving for clinical excellence

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

**Core Competencies, Attributes and Capabilities**

**Clinical/Professional:**

* Thorough understanding and absolute commitment to the principles and practises of infection control, National standards, regulations and procedures.
* Demonstrated commitment to the principles of diversity, EEO and participatory work practices.
* Demonstrated commitment to and use of appropriate ethical standards and behaviours.

**Client Orientation:**

* Demonstrated commitment to social justice and advocacy on behalf of clients.
* Demonstrated sensitivity to Culturally and Linguistically Diverse (CALD) individuals and communities.
* Demonstrated commitment to access and equity for individuals from disadvantaged communities.

**Interpersonal:**

* Well-developed written and oral communication skills.
* Ability to liaise effectively with clients, community groups, other employees and external agencies.
* Ability to negotiate and gain co-operation and support from others in a team environment.
* Willingness to support team members and work as part of a cohesive team across Inspiro.

**Leadership:**

* The capacity to inspire trust and confidence in others.
* Ability to manage competing priorities.

Acknowledgement

I acknowledge and agree with the above position description.

Signed:

Employee Name:

Date: