



POSITION DESCRIPTION

POSITION TITLE	Dental Assistant
PROGRAM AREA	Dental Program
AWARD AND CLASSIFICATION	Allied Health Services Award Classification Dental Nurse
LOCATION	The position is principally based at Banyule Community Health Service (BCHS), West Heidelberg. However, the position will also be required to service other clients at other locations as part of its employment responsibilities and duties to BCHS.
REPORTS TO	The Dental Manager. The Dental Manager reports to the CEO
PERSONNEL SUPERVISED	
ORGANISATIONAL CONTEXT	Banyule Community Health provides a comprehensive range of health, welfare and social support services from sites at Greensborough and West Heidelberg. The organization has a Board of Directors which is partially appointed by the Directors and partially elected by the members. The community makes decisions about the health service through the community elected Directors and through consumer participation strategies. We are a smoke free work environment.
LOCAL WORK ENVIRONMENT	The provision of Dental services is one of a number of services provided by BCHS. This involves providing a comprehensive Dental service to BCHS. We have a high expectation that staff operate as a co-operative team. Our emphasis is on having staff that are flexible, multi-skilled and are able to work with a diverse range of individuals, groups and community agencies. We look for people who are prepared to learn and take on new skills,

	<p>responsibilities and challenges. Staff are expected, when required, to rotate with, and back-up other staff. In addition, there may be occasions when staff are asked to work at other sites. Generally, we are looking for staff to have a good working knowledge of areas other than their own.</p>
<p>POSITION SCOPE</p>	<p>To provide direct clinical Dental Nursing assistance to the Dental Officers.</p> <p>The Dental Assistant's position is focussed on several key areas of the operation of the Dental Service. The incumbent is expected to maintain a high level of knowledge and skills in the areas indicated in the section "Key Responsibilities and Duties".</p> <p>These duties have been determined by management after considering the current Strategic plan of the Organization, some contractual obligations, priorities established in local health needs surveys and in consultation with the Dental team.</p>
<p>KEY RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Receive and prepare clients for dental treatment • Provide chairside assistance to the Dental Officer in providing clinical examinations, treatments, information and follow up to clients in need of emergency and general dental care. • Assist in maintaining the clinical environment in a safe and hygienic manner; clean and sterilise instruments and equipment; restock materials. • Ensure infection control procedures are followed as per Dental Infection Control Policy. • Ensure storage, packaging and collection of infectious waste/sharps and used developing/fixing solutions if required. • Follow up and ensure the return of laboratory work • As required, review stock levels in store and support Clinic Coordinator in ordering and receiving new dental supply stock. • Provide administrative support services including as required, reception duties, arranging appointments, handling telephone queries, receiving payments, patient records, computer work and other office records, supporting Clinic Coordinator in arranging for servicing/repair of dental equipment.

	<ul style="list-style-type: none"> • Undertake a program of training and development to maintain and improve dental assistant skills and clerical and administrative skills. • Participate in and contribute to the Dental business unit team • Provide support and assistance to undergraduate students attending for clinical sessions • Other duties within the scope and experience of your training and qualification as directed by the Dental Manager <p>Other Duties</p> <ul style="list-style-type: none"> • To ensure that client confidentiality is respected and upheld at all times. • To notify management in the event of any damage or interference with the organisation’s buildings, vehicles and/or equipment. • To promote good public relations on behalf of the organisation. • To participate in project work as required, in particular client surveys. • To ensure services are delivered in a culturally sensitive manner • To ensure a safe workplace according to OHS standards and policies • To participate in the ongoing quality improvement activities of the agency. These activities include planning and evaluation of programs and services, performance development and audits. <p>Any other duties within the scope of qualification skills and experience held as instructed by the Dental Manager from time to time.</p>
<p>KEY SELECTION CRITERIA</p> <p>Qualifications and</p>	<p>Mandatory Criteria</p> <ul style="list-style-type: none"> • Certificate III in Dental Assisting or equivalent. • Relevant Dental Nursing experience and skills.

<p>Experience</p>	<ul style="list-style-type: none"> • Demonstrated ability to perform to the highest standards. • Knowledge of infection control in Dental Clinic settings is essential. • Ability to learn to work with new dental equipment e.g. electronic records, autoclaves, instruments washers, digital photography, and also, ability to learn to perform additional tests related to the usage of new equipment in the sterilisation room. • Ability to rotate according to the roster from the chair side duties to sterilisation duties and reception duties as required • Demonstrated ability to work within a multi-disciplinary team, reliability & punctuality. • Highly developed interpersonal and communication skills. • Highly developed time management and organisational skills. • Experience in working with people from culturally diverse backgrounds. <p>Desirable Criteria</p> <ul style="list-style-type: none"> • A second language (useful but not necessary) • Satisfactory police check where applicable or as required by legislation. Satisfactory Working With Children Check • Full Victorian motor vehicle licence (may be mandatory for some positions)
<p>CORE ATTRIBUTES</p>	<ul style="list-style-type: none"> • Commitment to the care and well being of patients and a high level of motivation and dedication to the profession. • Empathy and understanding to clients from disadvantaged backgrounds.
<p>POLICY & PROCEDURES</p>	<p>All employees are expected to read and comply with the organisations policies, procedures and protocols as ratified by</p>

	the Board of Management.
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I acknowledge and agree that the above job description is a true and accurate description of my current role.

Employee's Name _____

Employee

Date

Manager

Date

The job description was revised on 22nd April 2010