



Position Description

Position Title:	Dental Assistant
Position Term:	Fixed term with a view to extension or casual
Hours:	Part-time (0.8 FTE) 4 days per week
Award:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022 (HSUA 1-5)
Location:	The Service currently has sites at Belgrave and Lilydale. This position is based at 17 Clarke Street, Lilydale however may be required to operate from our Belgrave site, at outreach clinics or within the Community as required.
Team:	Dental
Reports To:	Manager – Dental Operations
Date:	August 2023

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 Dental Assistant position provides 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 RESPONSIBILITIES

Inspiro has, as a principal 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 clinical chair-side assistance to dental operators in accordance with public dental clinical standards and policies
- 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
- Monitor and comply with sterilisation procedures in accordance with recognised standards
- Comply with best practice infection control guidelines and conduct audits as requested
- Be alert and contribute to maintaining a safe workplace. Actively raise Occupational Health and Safety issues with Dental Operations Manager or OHS representative
- Promote and model positive and constructive communication across the service
- Understand and ensure public dental policies, practices and guidelines are adhered to within the clinic
- Ensure storage, packaging and collection of infectious waste/sharps in accordance with recognised waste control policy
- Processing of dental digital radiographs and pouring up of impressions as required
- Maintain 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 (a portfolio approach) such as rostering, ordering of supplies, infection control, auditing, maintenance etc.
- Be committed to ongoing professional development, and to keep up to date with developments and trends within Community Health.
- May be required to assist with reception duties (i.e., triage) as required.

Workplace culture

Actively contribute to a work culture based on curiosity and accountability,

- that encourages open and effective communication and a positive response to new ideas
- in which feedback is seen as a strategy to enhance goals, awareness and learning and is a positive experience for those involved
- that is ready to seize opportunities as they arise and to act to achieve results
- that keeps the client at the centre of everything we do
- that is responsive to service demand
- that is accountable
- that has a zero-tolerance approach towards disrespectful and discriminatory behaviour
- that supports and values diversity at all levels within the organisation.

TRAUMA INFORMED CARE

- Take a trauma informed care approach in relation to interactions with clients, staff, and others.

HEALTH AND SAFETY

- Take reasonable care to ensure no risk or harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety management system.
- Comply with best practice infection control guidelines and actively participate in education related to emergency procedures and in some circumstances, first aid courses.
- Inspiro is a vaccine promoting organisation.

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 mandatory training
- 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
- Team members who hold additional qualifications in Certificate VI in Sterilization Services, will be required to provide input into sterilization policies and procedures to ensure compliance with the relevant standards. You will also be involved in reviewing other team members ability to work in the sterilization facility through the formal competency and assessment process.
- If you hold the additional qualification of a Certificate VI in Oral Hygiene Education, you may be required to provide specific clinical services within your scope of practice, in conjunction with the service model at Inspiro and as directed by the Lead – Dental Operations.

PERFORMANCE OBJECTIVES AND INDICATORS

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

KEY SKILLS AND ATTRIBUTES

- 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
- Demonstrated high level of initiative and ability to undertake delegated or assigned tasks
- Proven ability to be organised, efficient and productive.

Desirable

- Demonstrated understanding of public dental policies and practices
- Desire to work in a values-based organisation
- 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.

Essential

Relevant compliance checks in place:

- NDIS Clearance Check if required
- Working with Children Check valid for employment purposes
- Employment is subject to a Police check. Persons who have worked overseas may be required to obtain an international police check.

Must be fully vaccinated against COVID-19, including the booster and be able to provide evidence of COVID-19 vaccination status.

Inspiro may request additional background checks subject to current legislation.