



# Position Description

<b>Position Title:</b>	General Dentist
<b>Position Term:</b>	Casual / Fixed Term / Part time / Full time
<b>Hours:</b>	Hours negotiable
<b>Award:</b>	Victorian Stand-Alone Community Health (General Dentists') Enterprise Agreement 2018-2022 (No.2)
<b>Location:</b>	This position is based predominantly at Lilydale however may be required to operate at Belgrave
<b>Team:</b>	Dental
<b>Reports To:</b>	Operations Manager- Dental
<b>Date:</b>	October 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.

### **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 on what is important for our clients.

Our work environment is based around the workplace values of respect, recognition, collaboration, openness, integrity and empowerment.

## **POSITION SUMMARY**

The General Dentist is responsible for providing high quality, cost-effective, sustainable, integrated and client-centred dental services and programs. The Dental team are committed to providing the best possible care they can while working in a fast-paced environment.

The General Dentist position is a clinical role and provide a broad range of clinical services to clients in line with all public dental program policies, procedures, and guidelines. As an integral part of the dental team, the role contributes to building clinical team capability.

## **POSITION RESPONSIBILITIES**

### **Service Provision**

- Provide general dental services to Inspiro clients according to scope of clinical practice and award level
- Provide general guidance and support for clinical staff as directed by the Senior Dentist to drive clinical capability and service outcomes
- Deliver safe, ethical and high-quality dental services, accurate diagnosis and client centred treatment planning
- Meet agreed individual targets and key performance indicator
- Ensure the appropriate referral of clients for specialist services
- 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
- Adhere to and comply with Inspiro's best practice infection Control Guidelines
- Ensure all equipment is well maintained including diagnosis of common faults
- Participate in dental staff meetings and other activities as directed
- Support the development of new service delivery models

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

- Support achievement of dental accreditation against State and National Standards
- Support Inspiro's continuous quality improvement program including the evaluation and review of current dental services
- Comply with the annual audit schedule which contributes to meeting quality and safety standards
- Be a source of advice and expertise in relation to oral health service development in response to community need and demand
- Undertake professional development and continuing education as set out by the Dental Practice Board of Victoria

### **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
- 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.

### **PERFORMANCE OBJECTIVES AND INDICATORS**

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

### **KEY SKILLS AND ATTRIBUTES**

#### **Essential**

- Current unrestricted APHRA registration
- 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 great communicator and demonstrates empathy and good interpersonal skills
- Can demonstrate their problem-solving ability and takes an evidence-based approach to decision making
- Can demonstrate their ability to be well organised and is able to set priorities
- Can be a team player and has experience working in a small to medium sized oral health teams
- Relevant checks in place:
  - NDIS Clearance Check
  - 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 and able to provide evidence of COVID-19 vaccination status.

Experience as a dentist within the public oral health system would be desirable.