



Position Description

Position Title:	Oral Health Therapist – Adult Therapy Scope
Position Term:	Part time / casual
Hours:	Hours negotiable
Award:	Victorian Stand-Alone Community Health (Dental Therapists, Dental Hygienists and Oral Health Therapists) Enterprise Agreement 2018-2022
Location:	This position is based at 17 Clarke Street, Lilydale, however may be required to work at outreach clinics or within the Community as required.
Team:	Dental
Reports To:	Manager - Dental Operations
Date:	January 2025

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 Oral Health Therapist position provides 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 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

- Deliver general dental services to clients of Inspiro, in line with all policies, procedures, and guidelines for practice
- Ensure services provided align with current Dental Practice Board of Victoria's Code of Practice for Dental Therapists / Hygienists / Oral Health Therapists
- Provide a "person-centred" model of care that focuses on the individual needs and circumstances of the client
- Make available and actively promote oral health promotion and information to clients within the clinical setting
- 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 required
- Meet individual targets set and provide feedback to the Operations Manager - Dental 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
- Comply with best practice infection control guidelines and conduct audits as requested
- 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.

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

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 and is accountable
 - that has a zero-tolerance approach towards disrespectful and discriminatory behaviour.

Trauma informed care

- Takes a trauma informed care approach to the way we deliver services and interact with one another - clients, staff, and others contribute to a work culture based on curiosity and accountability.

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 contribute to a work culture based on curiosity and accountability.
- 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 Targets and Practice Framework (to be finalised with Manager)

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

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.

Qualifications, knowledge and experience

Essential

- Dental qualification eligible for registration as an Oral Health Therapist with AHPRA (extended adult therapy scope preferred)
- Current Working with Children Check valid for employment purposes
- 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 (preferred but not essential)
- A demonstrated commitment to Public Health Principles
- Excellent interpersonal and written communication skills
- 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 (Titanium desirable).

Relevant Checks in place

- Current Working with Children's Check valid for employment purposes
- Current Victorian Driver's Licence and ability to drive a range of vehicles
- Employment is subject to a Police check. Persons who have worked overseas may be required to obtain an international police check.