

Dental Assistant

Success Profile

May 2025

You will make a difference by	Working with the Senior Manager Dental Services and Team Leaders you will provide clinical and daily operational support by: • The provision of timely oral health education to promote prevention. • Support and assistance to Team Leaders, Dentists and Dental therapists and patients • Providing infection control practice which support standards within dental care. • Supporting improved client experience
To succeed, you will need	• Certificate 3 or 4 in Dental Assisting or equivalent. • Recent experience in the provision of dental assisting services to all ages. • Knowledge of the electronic dental record management system e.g. Titanium. • Sound knowledge of infection control. • Sound dental assisting knowledge with a commitment to care and well-being of clients and team members. • Excellent communication, interpersonal and organisational skills. • Sound administrative skills. • Knowledge of Confidentiality and Privacy protocols. • High level of motivation and dedication to the profession with a focus on Public Health principle and oral health promotion. • Current and valid Working with Children Check. • Current Victorian drivers licence. • Satisfactory National Police History check.
You will improve and promote One Team IPC Health by	• Acting with purpose, measuring our results, and celebrating achievements (We make a difference) • Going above and beyond, demonstrating understanding and respect for our communities and each other (We are passionate) • Learning, experimenting and innovating (We are creative)
We will contribute to your success by	• Providing opportunities for you to share what is important to you, your wellbeing, and what you need. • Aligning the contribution you make to IPC Health's strategy. • Guiding you in what to do, when and how to do it.

	• Developing your skills with regular feedback and exploring career opportunities. • Ensuring you feel fulfilled at the end of each workday. • Being committed to maintaining a barrier-free environment for all and welcoming individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI communities.
Key Deliverables and Measures	• Provision of oral health prevention and promotion through timely oral health education. • Provision of clinical chair side assistance to all patients who are eligible to access the dental services at all dental clinics in a timely and efficient manner. • Prepare, maintain and manage the dental clinic(s) to facilitate efficient patient throughput. • A professional approach to the workplace which incorporates the values of the organisation. • Possess sound communication skills and a competent chair side and telephone manner and provide a safe, comfortable non-threatening environment for the client and other staff. • Assist in maintaining accurate client and program records and statistics in accordance with the organisation's policies and funding bodies. • Uphold confidentiality and privacy of all client information. • Strictly follow Infection Control practice and procedures as per the recognized standards including tracking of instruments. • Management of radiographs including development, storage and filing. • Assist the dental clinician with client information, dental health education and to promote the health services the organisation has to offer as an extension of care during client contact. • Identify appropriate professional development and continuing education for self and dental staff. • Assist the Dental Management team on OHS issues. • Ensure dental facility and equipment is maintained to a n appropriate standard and to maintain adequate stock control, inventories and cleaning duties. • Administrative duties as directed. • Travel across all dental sites to fulfil the operational requirements of the dental clinics

Team	Dental Service
Reports to	Dental Service Team Leader
Key relationships	• Dental Team (Prosthetists, DO's, OHT, DA's) • Senior Mangers • OHV



	• General Manager Operations and Clinical Care • Community Dental Agencies
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Our Purpose
Improve quality of life for the people and communities we serve by maximising access to health and wellbeing services.

Our Values		
We are passionate We go above and beyond, demonstrating understanding and respect for our communities and each other. 	We make a difference We act with purpose, measure our results and celebrate achievements. 	We are creative We learn, experiment and innovate. 