

POSITION DESCRIPTION

Position Title	Dental Assistant, Primary Health Care		
Location	Richmond		
Reports to	Senior Dental Assistant, Primary Health Care	FTE	Casual
	INCUMBENT	SUPERVISOR	HR
SIGNED			
DATE			
Position Purpose:	<p>The Dental Assistant is responsible for the provision of chair-side dental assistance and administration as part of the Flying Doctor Dental Clinic.</p> <p>The Dental Assistant will travel to locations throughout Victoria as per a pre-determined schedule. The role requires the provision of dental assistance in a mobile clinic in small communities that do not have easy access to public dental services. The role also involves some administrative support tasks in relation to making appointments and entering information into the public dental database.</p>		
Position Tasks and Responsibilities	<p>Provide dental assistance to dentists and/or oral health therapists in a mobile dental van</p> <p>Provision of chair side assistance</p> <p>Prepare, maintain and monitor equipment including Autoclave, X-ray & ultrasound machines and the medical fridge</p> <p>Identify and notify appropriate personnel of any equipment problems, including repairs and maintenance of dental chairs, compressors and suction</p> <p>Ensure that the environment and equipment are sterile and clean at all times Assist with maintaining stock levels including ordering, replenishing, unpacking, storing and rotating of stock</p> <p>Adhere to Dental Health Services Victoria (DHSV) and RFDS Victoria governance policies and procedures, and National Safety & Quality in Healthcare Service (NSQHS) Standards - Dental</p>		

	<p>Ensure compliance with all manual handling and infection prevention & control requirements including sterilisation, auditing, disposal of infectious waste and sharp</p> <p>Participate in quality and occupational health and safety initiatives and activities as directed</p> <p>Make and manage appointments for dental patients</p> <p>Assist with dental screening operations, and collate data, as directed</p> <p>Assist Program Coordinator to coordinate and organise the travel, accommodation and other program delivery needs</p> <p>Demonstrate excellent attention to detail with collation of clinical documentation, and filing</p> <p>Assist with promotion of health programs to patients, stakeholders and other relevant parties</p> <p>Actively promote a positive public image of RFDS Victoria</p> <p>Work collaboratively with colleagues to contribute to a collegiate workplace culture</p> <p>Demonstrate the organisation's agreed values through actions</p>
Working Relationships:	<p style="text-align: center;">Internal</p> <p>Reports to: Senior Dental Assistant Direct reports: Nil Liaises with:</p> <ul style="list-style-type: none"> • Health Services Manager • Program Coordinator (Dental Clinics), Primary Health Care • Program Coordinator (Dental priority groups) • Dental practitioners • Other RFDS Victoria staff <p style="text-align: center;">External</p> <ul style="list-style-type: none"> • Health care providers • Host services • Other various stakeholders • Clients/patients

Scope:	<ol style="list-style-type: none"> 1. N/A
Qualifications and Experience:	<ol style="list-style-type: none"> 1. Certificate III/ IV in Dental Assisting 2. Level II First Aid Certificate 3. Previous experience in a public dental clinic (desirable) 4. Previous experience with the provision of mobile dental services (desirable) 5. Previous experience with use of Titanium (desirable) 6. Strong communication and interpersonal skills 7. Excellent computer skills and experience using all Microsoft Office applications 8. Willingness to travel to locations throughout Victoria as required 9. Current drivers licence 10. Current Working With Children's Check
Skills, knowledge, mandatory requirements and competencies	<ol style="list-style-type: none"> 1. Strong sense of accountability and drive 2. Excellent attention to detail 3. Strong communication and interpersonal skills 4. Proven ability to work as part of a team 5. Ability to problem solve and adapt to different environments 6. Well-developed dental assistance and administrative skills