

# POSITION DESCRIPTION

<b>Position Title</b>	Oral Health Therapist
<b>Directorate</b>	Operations
<b>Department</b>	Clinical Operations
<b>Unit</b>	Dental Services
<b>Reports To</b>	Manager Dental Services
<b>Agreement</b>	Dental Therapists, Dental Hygienists and Oral Health Therapists') Enterprise Agreement 2018-2022

## Position Objective

- Provide direct, high quality dental services focusing on preventative, basic general and emergency dental services to eligible groups within the community.

## Key Responsibilities

- Provide direct, high quality dental services focusing on preventative, basic general and emergency dental services to eligible groups to meet community needs and to achieve Organisational objectives.
- As per organisational policies:
  - Work within the clinicians recognised scope of practice and AHPRA guidelines
  - Follow quality improvement standards including the National Standards
  - Maintain accurate and comprehensive patient records as required by funding bodies and the National Standards
  - Adhere to Infection Prevention practices, infection prevention standards and National Standards
- Provide a compassionate, effective and efficient dental service to ensure that users of service are treated in a manner which respects their cultural beliefs and practices.
- Refer clients to a Dental Officer where appropriate and in accordance with current policies and guidelines and to work within the recognised scope of practice of an Oral Health Therapist.
- Maintain knowledge of and be able to use the organisations Quality Management system.
- Maintain a professional approach when interacting with internal and external stakeholders of the organisation.
- Undertake accurate diagnosis and treatment planning.
- Manage client clinical time effectively and efficiently.
- Respond as appropriate to client enquiries and complaints.
- Plan, monitor and accurately report achievements if required against targets and manage strategies to meet agreed service targets.
- Provide an environment that is safe, comfortable and non-threatening to clients and other staff.

- Participate in regular supervision sessions and the annual performance appraisal process.
- Maintain strict confidentiality and privacy of all client information.
- Participate in the Service's health promotion program during direct client care or in other activities as required.
- Assist and advise dental management on OH&S issues.
- Communicate effectively with other team members by sharing information concerning the needs of clients and services by participating and contributing in team meetings, workshops and other meetings which contributes to the functioning of the Dental Program.
- In accordance with the relevant Enterprise Bargaining Agreement:
  - Assist Dental Management in administrative duties as required especially during patient no shows and cancellations;
  - Participate in the planning and implementation of orientation programs for new team members and assist in orientation of new staff to the Dental Program including mentoring of staff where this is applicable.
- Ensure safe use, maintenance and care of dental equipment according to manufacturer's guidelines and advise management of issues accordingly.
- Undertake professional development in accordance with AHPRA requirement and regulations to abide by the Professional Conduct and ethics of a registered practitioner.
- Provide appropriate dental reports if required.
- To work at any IPC Health or external community site that provides dental services if required.
- To understand and in addition to the above, be able to follow the Public Sector Oral Health Therapist award.

## Key Selection Criteria

- Relevant Dental qualification and eligible for registration as an Oral Health Therapist.
- Current registration as an Oral Health Therapist with AHPRA.
- A current and valid Victorian Working with Children's Check is required
- Current Radiation Licence with Department of Health.
- Proven understanding of Infection Prevention Standards for Dental services.
- Demonstrated experience of working within a team environment including dental assistants, other health professionals and support staff.
- Commitment to quality care, innovation, continuous professional development and quality improvement, flexibility and openness.
- Highly motivated with a commitment to the care and well being of the patients.
- Well developed knowledge and understanding of the epidemiology of dental diseases, an appreciation of preventative approaches to dental diseases and an understanding of the

public dental health principles.

- Empathy and understanding of clients from a diverse cultural and socio-economical background.
- Excellent communication and interpersonal skills.
- Recent experience in the provision of a general Oral Health Therapist.
- Competent in using electronic dental record management systems.
- Current Working with Children Check.
- Knowledge of a second language. (desirable)

### Other Information

- This role is subject to a satisfactory National Police History check.

### Occupational Health and Safety

- Ensure that IPC Health's Occupational Health and Safety Policy and Procedures are continually observed and complied with.
- All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with IPC Health's OHS Frameworks.
- Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor.
- Actively participate in hazard elimination where practical.

### Organisational Values

IPC Health is committed to improving quality of life for the people and communities we service by being passionate, making a difference and being creative to maximise access to health and wellbeing services.

IPC Health is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. IPC Health encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI community to join our workforce.

IPC Health is committed to the safety and wellbeing of all children and young people accessing our services and the welfare of the children in our care will always be given a high priority. IPC Health is committed to providing a safe environment where all children and young people feel safe and valued.

### Physical Inherent Requirements

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| Office Duties:        | <ul style="list-style-type: none"><li>• Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.</li><li>• General office-based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries.</li></ul> |
| Driving:              | <ul style="list-style-type: none"><li>• Required to drive private or IPC Health owned vehicles.</li></ul>  |
| Work Environment:     | <ul style="list-style-type: none"><li>• May be required to work from different sites, including home visiting and offsite facilities.</li><li>• Exposure to varied weather conditions.</li></ul>   |
| Carrying and Lifting: | <ul style="list-style-type: none"><li>• Infrequent lifting and carrying of items up to 5kgs.</li></ul>   |
| Standing and Walking: | <ul style="list-style-type: none"><li>• Standing and walking for periods up to an hour at a time with breaks.</li></ul>  |
| Bending and Reaching: | <ul style="list-style-type: none"><li>• Required to occasionally bend and reach.</li></ul>   |

### Human Resources Use Only

Position Number(s)	10591
Last Reviewed	18 April 2021