

POSITION DESCRIPTION

Position Title	Dental Assistant
Directorate	Operations
Department	Dental Services
Unit	Not Applicable
Reports To	Senior Manager Dental Services
Agreement	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011-2015

Position Objective

- To support dental services assisting dentists and dental therapists.
- To promote general health outcomes for clients presenting for dental care.
- Providing infection control practice which support standards within dental care.

Key Responsibilities

- 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.
- To 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.
- To assist in maintaining accurate client and program records and statistics in accordance with the organisation's policies and funding bodies.
- To uphold confidentiality and privacy of all client information.
- To strictly follow Infection Control practice and procedures as per the recognized standards including tracking of instruments.
- Management of radiographs including development, storage and filing.
- To 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.
- To identify appropriate professional development and continuing education for self and dental staff.
- To assist the Dental Management team on OHS issues.
- To ensure dental facility and equipment is maintained to a n appropriate standard and to maintain adequate stock control, inventories and cleaning duties.
- To carry administrative duties as directed.
- To travel across all dental sites to fulfil the operational requirements of the dental clinics.

Key Selection Criteria

- Certificate 3 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.

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 an organisational philosophy where respect, responsiveness, fairness, creativity, quality and connectedness are core values.

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 GLBTIQ community to join our workforce.

Physical Inherent Requirements

- Office Duties:
- Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.
 - General office based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries.
- Driving:
- Required to drive private or IPC Health owned vehicles.
- Work Environment:
- May be required to work from different sites, including home visiting and offsite facilities.
 - Exposure to varied weather conditions.
- Carrying and Lifting:
- Infrequent lifting and carrying of items up to 5kgs.
- Standing and Walking:
- Standing and walking for periods up to an hour at a time with breaks.
- Bending and Reaching:
- Required to occasionally bend and reach.

People and Culture Use Only

Position Number(s) 10242, 10539, 10565

Last Reviewed 8 August 2018