



Royal Flying Doctor Service  
VICTORIA

POSITION DESCRIPTION				
<b>Position Title</b>		<b>Dental Assistant</b>		
<b>Location</b>		Richmond		
<b>Reports to</b>		Senior Dental Assistant	FTE	Part time
	INCUMBENT	SUPERVISOR	HR	
SIGNED				
DATE				
<b>Position Purpose:</b>		The Dental Assistant is responsible for the provision of chair-side dental assistance and administration as part of the Flying Doctor Dental Clinic. The Dental Assistant will travel to locations throughout Victoria as per a predetermined 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><b>Position Tasks and Responsibilities</b></p>	<p>Provide dental assistance to dentists and/or oral health therapists in a mobile or fixed dental clinic</p> <p>Provision of chair side assistance</p> <p>Prepare, maintain and monitor equipment including Autoclave, X-ray &amp; Ultrasonic 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</p> <p>Assist with maintaining stock levels including ordering, replenishing, unpacking, storing and rotation of stock</p> <p>Adhere to Dental Health Services Victoria (DHSV) and RFDS Victoria governance policies and procedures, and National Safety &amp; Quality in Healthcare Service (NSQHS) Standards – Dental</p> <p>Ensure compliance with all manual handling and infection prevention &amp; control requirements including sterilisation, auditing, disposal of infectious waste and sharps</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>
<p><b>Working Relationships:</b></p>	<p>Reports to: FDDC Program Coordinator</p> <p>Direct reports: Nil</p> <p>Liaises with:</p> <ul style="list-style-type: none"> <li>• Health Services Manager</li> <li>• Operations Team Leader</li> <li>• Program Coordinator (Smile Squad/Aged Care)</li> <li>• Dentists and Oral Health Therapists</li> <li>• Program Support Officer</li> <li>• Dental Assistants</li> <li>• Other RFDS Victoria staff</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Health care providers</li> <li>• Host sites</li> <li>• Other various stakeholders</li> <li>• Clients/patients</li> </ul>

<b>Scope</b>	N/A
<b>Qualifications and Experience:</b>	<ol style="list-style-type: none"> <li>1. Certificate III/ IV in Dental Assisting</li> <li>2. Level II First Aid Certificate</li> <li>3. Previous experience in a public dental clinic (desirable)</li> <li>4. Previous experience with the provision of mobile dental services (desirable)</li> <li>5. Previous experience with use of Titanium (desirable)</li> <li>6. Strong communication and interpersonal skills</li> <li>7. Excellent computer skills and experience using all Microsoft Office applications</li> <li>8. Willingness to travel to locations throughout Victoria as required (vehicle provided)</li> <li>9. Current drivers licence and willingness to get a medium ridged licence</li> <li>10. Current Working with Children's Check</li> </ol>
<b>Skills, knowledge, mandatory requirements and competencies</b>	<ol style="list-style-type: none"> <li>1. Strong sense of accountability and drive.</li> <li>2. Excellent attention to detail</li> <li>3. Strong communication and interpersonal skills</li> <li>4. Proven ability to work as part of a team</li> <li>5. Ability to problem solve and adapt to different environments</li> <li>6. Well-developed dental assistance and administrative skills</li> <li>7. Proof of vaccination status against COVID-19</li> </ol>