

**Victorian Aboriginal Health Service
VAHS**

POSITION DESCRIPTION

POSITION TITLE	Dental Assistant
ACCOUNTABLE TO	Oral Health Program Manager
REPORTS TO	Oral Health Program Manager
PROBATIONARY PERIOD	A six-month probation period will be offered initially
POSITION SCOPE	The role of the Dental Assistant involves assisting the Dentists and Dental Therapist in the provision of Dental Services to the Victorian Aboriginal Community.
ORGANISATIONAL VALUES	<ul style="list-style-type: none"> • Professional Integrity <i>We treat all our people with dignity and respect</i> • Quality <i>We always strive to do our best and improve the way we do things</i> • Collaborative Relationships <i>We work together to achieve better results</i> • Responsibility <i>We commit to the actions we take to achieve the best possible outcomes for our clients</i> • Client Focus <i>We work toward improving the health and wellbeing of our clients and community</i>
KEY ACCOUNTABILITIES	<ol style="list-style-type: none"> 1. Chair side Assisting Assisting the Dentist and Dental Therapist in the provision of dental services. 2. Dental Reception The position is required to work on the Dental Reception desk. 3. Sterilization Room The position is required to work in the Dental Sterilization room 4. General Duties The position is required to undertake a range of general duties. 5. Mandatory Requirements

KEY RESPONSIBILITIES	<ol style="list-style-type: none">1. Chair side assisting<ul style="list-style-type: none">• Preparing the patient for the Dentist and / or the Dental Therapist by screening the patient• Assisting in preparing of x-rays and other procedures as required• Organizing appointments of patients to be referred• Ensure used trays are taken to the sterilization room• Ensure that all barriers are removed and surfaces are cleaned with the appropriate solutions and the room is set up with new barriers and tray and instruments.• Ensuring that infection control procedures are being followed at all times to avoid any cross infecting between patients / staff.• To conduct dental health promotion with patients and participate in a patient advocacy and liaison role to promote the service and the community.2. Dental Reception<ul style="list-style-type: none">• Answering of the Dental telephone.• Taking appointments• Filing cards• Liaising with the patients and the Dentists and Dental Therapist as the patients arrive• Completing the day book with all procedures performed• Updating patients histories and file• Ensuring that screening of clients is preformed prior to seeing the dentist/ dental therapist.3. Sterilization room<ul style="list-style-type: none">• Washing, rinsing and drying of all instruments and equipment, than using the appropriate pouches for bagging prior to them being placed in the autoclaves for sterilizing.• Handling of high risk infectious material in accordance with the appropriate procedures.• Prepare impressions for dentures and mouth guards and arrange for them to be taken to the laboratory and be available for the patient's next appointment at VAHS.• Following all infection control guidelines and procedures while working in this area.4. General Duties<ul style="list-style-type: none">• Maintain staff and client confidentiality at all times• Ensure that all areas of the department are clean and sterilized where appropriate• To participate in major cleaning of equipment on a regular basis as directed• Liaise with the Medical Unit to provide assistance with patient care where possible.
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<p>KEY RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • To understand and promote the philosophy of the Victorian Aboriginal Health Service • Undertake other duties, which are incidental and peripheral to the main tasks, provided that such duties are reasonable within the employee's competence and training <p>5. Mandatory Requirements</p> <ul style="list-style-type: none"> • Observe the safe working practices you have been trained in, as far as you are able, protect your own and others' health and safety. • Participate in on-going training when necessary • Participate in general staff and unit meetings • Act at all times in a professional manner in accordance with the policies and practices of the Victorian Aboriginal Health Service • All VAHS employees must comply with the code of conduct as articulated in the VAHS Policies and Procedures.
<p>KEY SELECTION CRITERIA</p>	<p>Understanding of and Commitment to the Aboriginal community.</p> <p>Experience in:</p> <ul style="list-style-type: none"> • Qualified Dental Nurse or person currently undertaking or willing to undertake the necessary training (e.g. Australian Dental Association Certificate) • Good written and verbal communication skills, • The demonstrated ability to work effectively as part of a multi skilled team, • The demonstrated ability to communicate effectively at all levels in an organization • The capacity to participate in the on call roster where required • Knowledge and commitment to occupational health & safety legislation <p>A current Victorian Drivers Licence is desirable</p>
<p>CONDITIONS OF APPOINTMENT.</p>	<p>Aboriginal Community Controlled Health Services Award 2010</p> <p>Unqualified Dental Assistant – Dental Assistant Grade 1 – 5 (depending on experience)</p> <p>Qualified Dental Assistant – Aboriginal Health Worker Grade 2 – 3 (depending on experience)</p> <p>Performance KPI'S will be set on commencement with a review conducted annually.</p>

CONDITIONS OF APPOINTMENT.	Salary packaging benefits are available. VAHS operate a smoke free environment.
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I acknowledge and agree that the above job description is a true and accurate description of my current role.

Signature: _____

Date: _____