



Position Description

Position Identification			
Position Title:	Dental Assistant		
Direct Reports	nil	Indirect Reports:	nil
HRIS Position Number:	1404	Effective Date:	August 2017
Location:	11 Glenlyon Rd, Brunswick, 3056		
Scope of Practice:	Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy (Policy number:1.01.07)		
Agreement/Classification <small>*For HR use only</small>	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement, Clerical Worker		
Organisational Context			
Divisional:	Aged and Primary Care		
Program:	Dental	Unit:	Dental
Organisational chart	<pre> graph TD A[Manager/Senior Dentist] --> B[Team Leader-Dental Operations] B --> C[Dental Assistant] B --> D[Admin Assistant] </pre>		
Position Summary			
The Dental Assistant is a member of the Dental Team and is responsible for the assistance of the clinic and support the provision of a full range of effective high quality clinical services within the scope of publicly funded dental services.			
Position Accountabilities			
	<ul style="list-style-type: none"> Provide a high level of clinical chair side assistance contributing to dental operator efficiencies Assist with accurate dental charting into Titanium Provide an environment that is safe, comfortable, and non-threatening to the client and other staff Adhere to Infection Control practice as outlined in the Infection Control Policy Ensure storage, packing and collection of its infectious waste/sharps in accordance with Merri Health Infection Control Policy Monitor sterilisation procedures in accordance with recognised standards and organise regular auditing of equipment as per relevant national standards 		



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	<ul style="list-style-type: none"> • Ensure the safe use of dental equipment according to manufacturer’s guidelines and reporting to the Senior Dentist or Team Leader concerns when there are equipment failures • Participate in outreach services including Smile Squad as required • Provide clinical support for Agency DA’s • Carry out any administrative duties as directed • Communicate effectively with other team members by sharing information concerning the needs of client and/or service and by participation in team meetings and workshops • Participate in the service’s health promotion program as a team member as an extension of using a health promotion approach during individual client contact • Participate in team audits as required • Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends. • Undertake any reasonable additional tasks as directed by Merri Health. • Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> • 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 Merri Health’s OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none"> • Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions • Incorporates computer-based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> • Be proactive in risk identification, notification, and management. • Comply with Merri Health’s policies and procedures • Participate in quality improvement activities and engage clients in these activities when relevant. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage 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.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can found within Merri Health’s Capability Matrix.</p>
<p>Key Selection Criteria</p>	



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Essential	<ul style="list-style-type: none">• Certificate III in Dental Assisting issued by the Council of the Australian Dental Association or equivalent• Relevant experience in dental assistant responsibilities and high level of skills including customer service particularly in dealing with internal and external clients from diverse backgrounds and clients with special needs• To show a commitment to Merri Health values and philosophy and show capacity to engage in the enhancement of Merri Health culture and meet organisational objectives• Demonstrated high quality communication skills and demonstrated the ability to work as an effective team member• Knowledge of Confidentiality and Privacy protocols, Merri Health administrative procedures and OH&S policies and procedures
Desirable	<ul style="list-style-type: none">• Ability to speak a relevant community language and experience in working with people of non-English speaking background. Fluent in Italian, Greek or Arabic• Certificate IV in Sterilisation Services
Checks, licences and registration	<ul style="list-style-type: none">• National Police check• Working with Children check• Statutory Deceleration• Right to work in Australia• Immunisation Category A• CPR & First Aid Certificate (Must obtain with 1 month of employment)• Valid Victorian Drivers License