

# POSITION DESCRIPTION

## DENTAL ASSISTANT

*Supporting Everyone to be healthy and live well*

### PURPOSE OF THE ROLE

The Dental Assistant will assist in the delivery of safe and comprehensive dental services to clients during all stages of treatment. The Dental Assistant contributes to the high quality dental health for all clients to improve their oral health status.

Position Details	
Position Title:	Dental Assistant
Department	Dental Services
Reports to:	Dental Clinic Coordinator
Positions Reporting to this role:	Nil
FTE:	1.00 FTE
Budget:	Nil
Enterprise Agreement:	Victorian Public Health Sector General Dentists Multi Enterprise Agreement 2018-2022 (NO.2)
Position Classification:	DY12-DY19
Position Description last reviewed:	June 2024

Key Accountabilities
Provision of chair-side assistance for the operators by setting out instruments, passing instruments, mixing materials, developing and mounting x-rays, and using suction apparatus during patient treatment.
Cleaning and sterilizing instruments, maintaining a safe and hygienic environment.
Ensuring that the ERH and DHSV Infection control standards are maintained.
Disposing of waste/sharps in accordance to ERH Infection Control Policy.
Managing an adequate supply and appropriate rotation of stock items.
Performing required reception/clerical duties for dental clients.
Assisting to maintain accurate patient records and filing systems.
Dental industry professional standards and requirements.

Organisational Responsibilities
Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work

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Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

### CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

<p><b>Collaboration</b></p> 	<p>Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals</p>
<p><b>Accountability</b></p> 	<p>Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them</p>
<p><b>Respect</b></p> 	<p>Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience</p>
<p><b>Excellence</b></p> 	<p>Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do</p>

### Key Relationships

Internal	External
Dental Services Team	Patients, Clients and community members
All ERH Employees	External agencies

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### Selection Criteria

#### Essential:

Qualifications:

- Certificate III in Dental Assisting or Nationally recognised equivalent qualification

Demonstrate ability to assess and prepare patients for treatment by the operators within the dental clinic.

Demonstrated experience in the provision of chair-side assistance to dental operators.

Demonstrated knowledge and understanding of dental health care principles.

Demonstrated communication skills; interpersonal, written and verbal

The ability to work as a member of a team and with a variety of professional groups.

Established computer skills and experience with dental software.

Ability to perform required reception duties for dental clients.

Demonstrated ability to record and maintain statistics and prepare reports.

Experience with providing dental education and health promotion to clients.

Demonstrated commitment to the care and well being of clients.

Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.

#### Desirable:

Ability to treat clients who are physically and/or intellectually challenged.

Experience with the Titanium computer system.

### TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date:        /        /

Print Name: \_\_\_\_\_

cc: Employee File