

## Dental Assistant

<b>status</b>	Multiple positions, permanent full and part time, fixed term positions
<b>network</b>	Services
<b>agreement</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Stand-Alone Community Health Services (Multi Employer) Enterprise Agreement 2022-2026
<b>classification</b>	Grade 2.4 -2.5 Cert III Progression based on experience
<b>reports to</b>	Suzanne Gaskin/ Lilly Tran / Michelle Domingo

<b>about us</b>	cohealth is a not-for-profit community health organisation. We provide health and support services in Melbourne's CBD, northern and western suburbs, and on the East Coast of Tasmania.
<b>what we do</b>	Our work aims to improve the health and wellbeing of our communities and address health and social inequality.
<b>our organisation</b>	cohealth is a community health organisation with an ambitious strategic plan. Our mission is to improve health and wellbeing for all and tackle inequality, in partnership with people and the communities they live in.
<b>our people</b>	People who work at cohealth are committed to designing and delivering high quality health care and promoting and protecting human rights.
<b>diversity and inclusion</b>	We want people of all ages, gender identities, sexualities, cultural backgrounds, and abilities to feel safe to bring their whole selves to cohealth. We are a Rainbow Tick Accredited organisation with over 20% of our staff from the LGBTQIA+ community. To find out more about us click <a href="#">here</a>

## network overview

### Services Network

Our vision is for healthy communities and healthy people. We do this by providing care for individuals, community, and society, improving the health and wellbeing of the communities we serve, and addressing inequality in society.

We champion universal health care and human rights and strive for health and social equity. This is what we mean when we say care for all. Care for all is achieved when all people have access to the full range of health services they need, when and where they need them, and without financial hardship.

cohealth's services network delivers strong, people-centred primary and community health care that prioritises individuals and communities experiencing inequality. Our services focus not only on preventing and treating disease and illness, but also on helping to improve wellbeing and quality of life.

## Position overview and purpose

This position sits within the Oral Health Cluster and ensures the provision of high quality, efficient, effective and safe oral health services to clients by undertaking dental assisting duties consistent with best practice and infection control standards, client-focused care, professionalism and an emphasis on teamwork with the entire dental team.

## key accountabilities

### key accountability

- Work collaboratively with senior members of the Dental Assistant workforce, clinicians and other members for the Oral Health team to develop skills to enable provision of optimal patient care
- High-level consideration of patient needs in all clinical decisions
- Assist in the provision of oral health education and promotion
- Provide efficient clinical chair-side assistance including charting of dental examinations
- Prepare, maintain and manage the clinical environment, including equipment, materials and instruments, in line with treatment plan, to enhance efficient patient throughput
- Ensure efficient client management including the provision of patient records and medical histories to the clinical staff and arranging and recording patient appointments
- Effectively maintain dental equipment's, consumables and supplies in the dental clinics
- Undertake relevant administrative duties
- Undertake Sterilisation Procedures
- Assists in the defusing difficult situations and seeking assistance with critical incidents
- Where required – assist with the induction and mentoring of new staff members, trainee staff members, agency staff and students
- Actively seek and participate in educational opportunities as appropriate
- Promote and represent cohealth as a caring, professional and client focused organisation
- Participate in clinical supervision, clinical review process, performance development & review program and peer review sessions
- Undertake and comply with infection control standards and procedures (including waste and sharps disposal) in the dental clinic
- Maintain knowledge, skills, qualifications, accreditations and registrations through participation in professional development activities
- Carry out duties in a manner that does not adversely affect their own health and safety of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve Work Health & Safety (WHS)
- Comply and adhere to all cohealth policies and procedures including code of conduct and values
- Undertake special projects or tasks as required

	<ul style="list-style-type: none"> <li>• Perform all other duties as directed, within the limits of skills, competence and training to maximise flexibility and effectiveness</li> </ul>
<b>culture and teamwork</b>	<ul style="list-style-type: none"> <li>• Champion cohealth's culture to promote teamwork, employee development and empowerment in order to foster a culture of high performance and a workforce which demonstrates behaviours consistent with cohealth's values</li> </ul>
<b>quality and continuous improvement</b>	<ul style="list-style-type: none"> <li>• Contribute to the principles of continuous improvement as contained in cohealth's quality system and ensure compliance with cohealth policies/procedures</li> <li>• Contribute to the implementation and improvement of the quality systems within cohealth, in particular the Services Network, and ensure compliance with documented procedures and processes</li> </ul>
<b>health &amp; safety compliance</b>	<ul style="list-style-type: none"> <li>• Provide and maintain a working environment that, as far as reasonably practicable, is safe and without risks to the health, safety and wellbeing of all (employees, contractors, volunteers)</li> <li>• Maintain awareness of and compliance with health and safety policies and procedures to maintain a safe working environment.</li> <li>• Take corrective action to remedy safety hazards or risks and restore a safe working environment</li> </ul>

### key selection criteria

- High level of clinical competence, including chair side assisting and infection control, consistent with best practice
- Sound knowledge of public dental program and understanding of public oral health philosophy, detailed understanding of Infection Control
- Demonstrated sensitivity to the needs of people from marginalised or CALD backgrounds
- Proven ability to communicate and work effectively with co-workers and clients
- Ability to work a part of a multi-disciplinary team
- Excellent communication skills both verbal and written
- Sound computer skills
- Strong belief and personal alignment in cohealth Values and Mission
- Basic Administrative skills

- Commitment to quality and client-focused care
- This position is based at Kensington, Niddrie and Footscray and the smile squad, and other outreach program

### position requirements

- Certificate III in Dental Assisting
- Working with Children Check (WWCC)
- Current Victorian Driver's License
- Nationally Coordinated Criminal History Check (NCCHC)
- Immunisation Category B to be produced for sighting upon request

*cohealth is a child safe and equal opportunity employer that offers generous salary packaging and opportunity to undertake professional training and development opportunities. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.*

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