

Dental Assistant/s



Plenty Valley
Community
Health

Plenty Valley Community Health is a Primary Health Service that provide a range of primary health, dental, disability, health promotion & social support services to the growing communities of the outer northern suburbs of Melbourne.

We are seeking to employ an experienced, qualified Dental Assistant/s to join our progressive and innovative dental team which provides Public & Private Dental services to our clients.

This position is permanent and is based at Epping & Whittlesea sites. Full Time or Part Time positions available. Your working hours & days can be negotiated.

The successful candidate/s will demonstrate highly developed clinical assisting skills and experience, the ability to work within a team environment and excellent communication skills. The successful candidate/s will also hold Australian Dental Association Certificate of dental nursing or RMIT Certificate 3 Dental Assistant.

An attractive remuneration package, including salary packaging will be negotiated with the successful applicants.

Applications to include a cover letter and nominate your preferred status; part-time OR full-time, a resume with the names of two referees & address the selection criteria by COB Friday 19th March 2010.

For more information please contact Carmel Aliano, Practice Manager on 9409 8795.

Please apply electronically via our website or post to;

Human Resources
Plenty Valley Community Health
Po Box 82,
WHITTLESEA VIC 3757

www.pvch.org.au



Plenty Valley Community Health

Plenty Valley Community Health. POSITION DESCRIPTION

POSITION:	Dental Assistant
TEAM:	Dental
LOCATION:	You may be expected to work from multiple sites operated by the Service.
AWARD:	Health and Allied Services – Public Sector – Victorian Consolidated Award 1998
CLASSIFICATION:	Dental Nurse Level 3 – 6
POSITION OBJECTIVE:	<p>To provide an integrated quality emergency and general dental service to those clients eligible for public dental services within the scope of the Dental Practice Act and Regulations</p> <p>To provide direct patient care in accordance with the Service's clinical standards and policies to ensure the provision of a high quality and efficient dental service.</p>
EFFECTIVE DATE:	November 2007
REVIEW DATE:	November 2009
POSITION APPROVED:	9/11/2007 Manager Corporate Services
<u>REPORTING RELATIONSHIPS</u>	
REPORTS TO:	Dental Practice Manager
POSITIONS REPORTING TO THIS POSITION	NIL

Our Principles

- Knowing and understanding our community;
- Responding to our clients and the community;
- Creating and researching innovative options and ideas;
- Advocating on behalf of our clients and the community.

Our Values

- Accountability;
- Responsiveness;
- Diversity;
- Flexibility and Creativity;
- Professionalism;
- Caring Respect and Compassion.

Good health, Your right, Our commitment

Organisational Context

Plenty Valley Community Health (PVCH) provides a comprehensive range of primary health, dental, disability and social support services to the growing population of the Plenty Valley growth corridor in the northern suburbs of Melbourne.

Our challenge is to meet an increasing demand for service through the provision of new and innovative services emphasising prevention, through a range of health promotion and research activities. There is an expectation that all staff will contribute to these activities.

Services targeted for specific growth and development within our Corporate Plan 2006-2008 are Children's Services, Aged Care Services, Management of Chronic Disease, Disability Services, Specialist Counselling Services and Youth Services.

PVCH is an incorporated body which is managed by a Board of Management comprising community stakeholders, elected from the community and appointed by the Governor in Council.

Our expectation is that staff will operate as a co-operative team. Our staff will be flexible, multi-skilled and able to work with a diverse range of individuals, groups and community agencies. Our staff will continually update their knowledge to take on new responsibilities and challenges.

Position Scope

To provide an integrated quality emergency and general dental service to those clients eligible for public dental services within the scope of the Dental Practice Act and Regulations

To provide direct patient care in accordance with the Service's clinical standards and policies to ensure the provision of a high quality and efficient dental service.

Key Responsibilities and Duties

Service Delivery

- To provide clinical chair side assistance to dental operators
- To maintain a professional approach to work through the provision of quality patient service.
- To prepare, maintain and manage the dental facility for patient reception
- To enhance efficient patient throughput within limits of the Services' Infection Control Policy.
- To prepare and provide equipment, dental materials and instruments for each patient according to dental treatment.
- To assume responsibility for the sterilisation and maintenance of dental instruments and equipment within the dental facility.
- To prepare developing and fixing solutions and develop radiographs and use of digital radiographs.
- To ensure storage, packaging and collection of infectious waste/sharps and used developing/fixing solutions in accordance with the Services' Infection Control Policy.

Administration

- To undertake general administrative and clerical duties including:
- Duties related to the patient care including recording of dental examinations,
- Duties related to service delivery including arranging and recording patient appointments and assisting with inquiries,
- To be available for work as per roster.
- To assist dental operator in the collection, input and interpretation of dental

Organisational	<p>statistics where required.</p> <ul style="list-style-type: none"> • Ordering of supplies and checking of invoices prior to submission to accounts including stores under the supervision of the Practice Manager. • To assist the dental operator in the provision of dental education and promotion. • To liaise and network with relevant professional bodies and community groups. • Assist management with the induction of new or trainee staff members • Other duties as directed. <ul style="list-style-type: none"> • Abide by PVCH Policies and Procedures and Core Values. • To observe the practice requirements and regulations; professional guidelines and standards of the Dental Practice Board of Victoria • To ensure that the confidentiality of PVCH clients is respected and upheld at all times. • To undertake the required Continuing Professional Development hours each year to enhance Clinical skills. • To be actively involved in PVCH corporate activities, including Planning, Quality Assurance, Risk Management and Occupational Health & Safety. • Actively promote PVCH and its services within the community. • Other Duties as directed
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Core Competencies, Attributes and Capabilities

Computer Skills	<ul style="list-style-type: none"> • Good working knowledge of MS Outlook, MS Office (including Word, Excel, PowerPoint), and Internet Explorer • Use of electronic client database and statistical systems. • Exposure to electronic records systems such as TRIM. • Exposure to staff intranet systems. • Chair-side entry client systems (EXACT) an advantage.
Business Knowledge	<ul style="list-style-type: none"> • Knowledge of ordering and invoice authorisation principles
Leadership and Management	<ul style="list-style-type: none"> • Ability to manage time, to take initiative and to work independently to organise clinics to maximise effectiveness. • Ability to define tasks, prioritise and complete tasks on schedule • Ability to manage time and organise service to maximise its effectiveness
Interpersonal Skills	<ul style="list-style-type: none"> • Well developed written and oral communication skills. • Ability to liaise effectively with service staff, community groups, clients and external services. • Ability to negotiate and gain co-operation and support of others in a team environment. • Ability to use communication systems established within the organisation • Ability to follow the organisation's accountability structure in order for information to be effectively disseminated.
Client Orientation	<ul style="list-style-type: none"> • A commitment to social justice and advocacy on behalf of clients. • A sensitivity to Culturally and Linguistically Diverse (CALD) individuals and communities. • A commitment to access and equity for individuals from disadvantaged communities.

- Ability to demonstrate quality client service focus

Accountabilities and Delegations

- This position reports directly to Clinical Coordinator – Dental Practice Manager.
- To make decisions around the clinical operations of the Dental Service and service delivery to clients.
- Financial & Management delegations as per PVCH Policy.

Qualifications and Experience

- A recognised Dental Assistant Certificate of Accreditation and Badge issued by the Council of the Australian Dental Association.

Key Selection Criteria

Mandatory

- Possession of a recognised Dental Assistant Certificate of Accreditation and Badge issued by the Council of the Australian Dental Association or equivalent.
- Demonstrate a high level of clinical competence, knowledge and understanding of required applications and procedures.
- Sound knowledge of Infection Control Procedures
- Demonstrated ability to work as part of a team within a busy public practice.
- Demonstrated Core Competencies, Attributes and Capabilities as listed above

Other Desirable Skills, Knowledge and Experience

- Ability to promote dental health education
- Knowledge of Dental Public Health Principles
- Demonstrated ability to communicate and relate to other staff, patients and parents as well as people from a diverse range of backgrounds
- Proficiency in a community language would be an advantage
- First Aid Certificate would be an advantage.

Conditions of Employment

Salary and Conditions:	Salary and Conditions will be in accordance with the Health Services Union of Australia, Health and Allied, Hospital Administrative Officers Multi Employer Certified Agreement 2006.
Basis of Employment:	Permanent full-time OR permanent part-time
Hours of Duty:	Spread of hours in which this position may be rostered is between 8.30 a.m. to 8.30 p.m. Monday to Wednesday; 8.30 a.m. to 5.30 p.m. Thursday and Friday and 8.30 a.m. to 1.00 p.m. Saturdays. .
Location:	You may be expected to operate from multiple sites operated by PVCH
Travel:	Use of private vehicle may be required from time to time depending on the availability of PVCH vehicles. This will be reimbursed at rates specified in the Award. Please consult your Comprehensive Motor Vehicle Insurer to ensure appropriate coverage prior to using private vehicle for business use.
Salary Packaging:	Salary Packaging in accordance with PVCH Salary Packaging Policy will be available to full-time and part-time staff.
Probationary Period:	Permanent appointment is subject to a 6 month probationary period in which time the incumbent must demonstrate satisfactory performance of duties required.

Pre-Employment Checks:	In order to demonstrate the absence of a relevant criminal conviction, a police records check will be undertaken for all positions. A pre-employment medical will be required prior to appointment to permanent positions.
Equal Employment Opportunity:	PVCH is an Equal Opportunity employer.
Occupational Health and Safety	PVCH operates a smoke free workplace.
Position Description	This Position Description may be amended from time to time to enhance response to PVCH clients.

I acknowledge and agree that the above job description is a true and accurate description of my current role.

Signed: _____
Employee

Name: _____

Date: _____