

# POSITION DESCRIPTION

<b>Position Title</b>	Dental Assistant		
<b>Program Division</b>	Integrated Clinical Care		
<b>Team Area</b>	Oral Health		
<b>Position number</b>	VAC0539		
<b>Classification Grade &amp; Level</b>	Grade 3, level 3 (above award)		
<b>Enterprise Agreement or Award applicable</b>	<a href="#">Victorian Stand-Alone Community Health Centres (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011-2015</a>		
<b>Employment details</b>	<input type="checkbox"/> Full-time 1 x ongoing / & 1x fixed term 12 mths (maternity leave)	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual
	AND		
	<input checked="" type="checkbox"/> Permanent on-going	<input checked="" type="checkbox"/> Fixed Term From: 01 / 08 / 2018 To: 02 / 08 / 2018	
		Fixed term reason: <input checked="" type="checkbox"/> Parental Leave Replacement <input type="checkbox"/> Specific Project or Purpose	
<b>Position reports to</b>	Oral Health Practice Manager		
<b>Ordinary location(s)</b>	SouthPort and Prahran		
<b>Closing Date</b>	Friday 1 <sup>st</sup> February, 2019 @ 5:00pm		
<b>Recruitment contact</b>	Email: <a href="mailto:recruit@Starhealth.org.au">recruit@Starhealth.org.au</a>		

## Star Health

Star Health is a provider of health and support services in Victoria. Encompassing six main and five satellite locations, over 300 staff work in multi-disciplinary teams to deliver health outcomes. It is a responsive and agile community health service, providing a wide range of healthcare and welfare services for all members of the community.

Star Health provides services spanning all periods of life including specialist childhood, youth and aged care services. In achieving its vision of **health and wellbeing for all**, Star Health is guided by our distinct service principles which include working with people and communities to achieve their health goals, understanding

the context in which people live their lives, providing friendly, affordable, joined up services with a no wrong door approach.

**Website Information:** <http://www.starhealth.org.au/>

### Purpose of Position

The Star Health Oral Health Program provides preventative and restorative dental and oral health care to Health Care Card holders with a focus on groups with high priority needs.

The oral health program also provides clients with an integrated service involving other Star Health programs and services, such as counselling, physiotherapy, nursing, dietetics, mental health services, podiatry and occupational therapy, as required.

The dental assistant will:

- Work collaboratively and professionally as part of the dental team;
- Provide support to the CSSD team;
- ensure that the standard of patient care is maintained at the highest possible level commensurate with service policy and available resources;
- Encourage positive attitudes towards dental health.

The Star Health Oral Health Program operates from two sites;

- Prahran (240 Malvern Road, Prahran) and Southport (341 Coventry Street, South Melbourne) sites.

### Key Responsibilities

- Provide clinical chair side assistance to oral health clinicians;
- Prepare and maintain the dental surgery for patient reception to ensure efficient patient throughput in accordance with Star Health infection control policy;
- Prepare and provide equipment, dental materials and instruments for each patient according to dental treatment needs;
- Assist with the reprocessing of reusable medical device (RMD);
- Assist with the maintenance of the dental surgery and with the CSSD equipment;
- Maintain a safe environment with the clinician for patients and staff within the clinic;
- Maintain communication with management staff for the coordination of activities/procedures necessary for the provision of patient oral health care;
- Under the direction of the Senior Dental Assistant/ Infection Control Team Leader, ensure regular maintenance / replacement of equipment occurs, order and maintain an adequate supply of materials, linen and instruments;
- Assist oral health clinicians to provide oral health education and promotion;
- Maintain accurate and confidential client and program records and statistics as required by Star Health and funding bodies;
- Contribute to the development and implementation of the Star Health Oral Health Service, including policy, procedures and facilities;
- Actively participate in all oral health meetings and training sessions;
- Participate in Dental Outreach visits as required;
- Work across both Prahran and South Melbourne sites, as rostered, for efficient operation of the service.

### Key Capabilities

- Maintain excellent skills in and sound understanding of infection control procedures, with recent clinical experience;

C:\Users\acooper\Desktop\Dental Assitant PD VAC0539 CD - 01-02-2019.docx

Status: Internal; Confidential

Review Date: 09/01/2019  
coordinator

Review by: Senior Dental Assistant / ICC

- Demonstrate knowledge and skill of the dental assistant role;
- Show Compassion for and demonstrated ability to work with members of the community who are disadvantaged;
- Demonstrate ability to meet requirements and deadline;
- Demonstrate developed interpersonal and communication skills;
- Demonstrate the ability to work as a member of a multi-disciplinary team.

### Qualifications [Post-Secondary/Vocational; Undergraduate or Postgraduate degree(s)]

Essential	<ul style="list-style-type: none"> <li>• Certificate III or IV – Dental Assisting</li> </ul>
Preferred	
Professional Membership(s)	
Experience [Industry sector, field of practice]	
Essential	<ul style="list-style-type: none"> <li>• Public sector dental experience</li> </ul>
Preferred	

### Key selection criteria – Essential

#### Mandatory

- Must have registered for A Working with Children Check to be eligible for this position;
- Must hold a Certificate of Accreditation and Badge issued by the Australian Dental Association or equivalent qualifications;
- Maintain excellent skills in and sound understanding of infection control procedures, with recent clinical experience;
- Show Compassion for and demonstrated ability to work with members of the community who are disadvantaged;
- Demonstrate ability to meet administrative requirements and deadline;
- Hold highly developed interpersonal and communication skills;
- Demonstrated ability to work as a member of a multi-disciplinary team;
- Display and maintain time management skills & punctuality

#### Desirable

- Demonstrated ability to communicate effectively with a wide range of people including community service agencies, community groups, and individuals who may have limited resources;
- Ability to speak a relevant community language other than English;
- Ability to adapt to changing community needs and service direction;

C:\Users\acooper\Desktop\Dental Assitant PD VAC0539 CD - 01-02-2019.docx

Status: Internal; Confidential

Review Date: 09/01/2019  
coordinator

Review by: Senior Dental Assistant / ICC

	<ul style="list-style-type: none"> <li>• Sound understanding of and commitment to the philosophy of community health;</li> <li>• Hold a Current driver's licence.</li> </ul>
<b>Protecting babies, children and young people from child abuse and neglect is integral to the work at STAR</b>	
<b>Protecting Children Policy Information</b>	<ul style="list-style-type: none"> <li>• Star Health has zero tolerance of child abuse. Protecting babies, children and young people from child abuse and neglect is integral to the provision of health services to this group and their families and is a core responsibility for all Star Health staff.</li> </ul>
<b>Organisational Responsibilities</b>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• <b>Resilience</b> - Demonstrates perseverance in achieving objectives and copes effectively with setbacks and problems.</li> <li>• <b>Initiative &amp; Accountability</b> - Takes responsibility for actions and proactively implements work plan and addresses issues.</li> <li>• <b>Empathy and Cultural Awareness</b> - Demonstrates an interest in and an appreciation of a range of different cultures and actively seeks to understand and effectively address the issues and views of others.</li> <li>• <b>Continuous Quality Improvement</b> - Identify continuous quality improvement opportunities and act upon when/where relevant.</li> </ul>
<b>Other Licence(s)</b>	<ul style="list-style-type: none"> <li>• Unrestricted Victorian Driver Licence (or equivalent)</li> </ul>

### Important information

- Star Health is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees. The organisation is a smoke-free workplace.
- Star Health's usual hours of operation are from 8:00am to 8:00pm Monday to Friday, specific hours of work will be determined in accordance with operational requirements and contained in the Contract of Employment .
- Your Letter of Offer may state you will be based at a particular Star Health site, however it is expected that you will be required to work at different locations in the greater metropolitan area of Melbourne
- Offers of employment are contingent upon:
  - A successful reference check (all positions);
  - Non-adverse Criminal Record check (all positions);
  - Fitness for Work medical examination (specific positions);
  - Holding and maintaining a valid 'Working with Children Check' (all positions)

***Star Health is an equal opportunity employer and encourages people with disabilities and individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI+ community to apply.***

*Some roles may require candidates to undertake psychometric testing prior to appointment.*

### Salary Packaging Information

- Star Health currently has two types of Salary Packaging:
  - General salary packaging of \$15,900 per FBT year
  - Meal Entertainment/Facility leasing of \$2,550 per FBT year

*Salary Packaging is optional and may have considerable tax benefits depending upon personal circumstances.*

C:\Users\acooper\Desktop\Dental Assitant PD VAC0539 CD - 01-02-2019.docx		
Status: Internal; Confidential	Review Date: 09/01/2019	Review by: Senior Dental Assistant / ICC coordinator
© Star Health Group Ltd	Page 4 of 5	

**AUTHORISATION**

<b>Person who completed and authorises this Position Description</b>	<b>Position Title:</b>	<b>OHPM</b>
	<b>Program / Division:</b>	<b>ICC/ OH</b>

C:\Users\acooper\Desktop\Dental Assitant PD VAC0539 CD - 01-02-2019.docx		
Status: Internal; Confidential	Review Date: 09/01/2019	Review by: Senior Dental Assistant / ICC coordinator
© Star Health Group Ltd	Page 5 of 5	