

Position Title: Traineeship Dental Assistant Cert III

Campus: All Grampians Health Dental Campuses

Directorate: Primary Care and Community

Department: Dental

Reporting to: Direct: Clinical Coordinator, Operations Director

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Grade 1 Dental Assistant (DA11)

Enterprise Agreement: Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

This position, along with the remainder of the Grampians Health Dental, participates in the provision of dental care to eligible patients in accordance with their identified needs. The position may be based at any of the dental clinics including educational chairs or outreach programs (on rotation).

As part of an inter-disciplinary dental team with a focus on population health, the position is responsible for the delivery of high quality and cost-effective dental services.

Dental assistants are an integral part of the dental team. They are advocates for improving oral health in the community and educate their patients on the importance of maintaining good oral health.

Duties of a dental assistant include:

- Providing dentists and oral health therapists with chairside support in the clinic
- Maintaining and operating dental surgery equipment
- Educating patients on the importance of oral health
- Performing hygiene, sterilisation and infection control procedures
- Maintaining patient medical records
- Coordinating dental appointments
- Dental clinic administration tasks

Key Selection Criteria:

- Communication skills essential
- Must have some computer skills
- Outstanding organisational skills with the ability to multi-task.
- Compassion and passion to help people in our community
- Ability to work collaboratively in a team
- Willingness to learn and be trained. On the job training will be provided

Study Leave

If you are undertaking the traineeship, you will be entitled to 4 hours paid study while you are undertaking the certificate III in Dental Assisting leave per week up to a maximum of 26 weeks per annum. This can be given in blocks that suits the running of the clinic.

Classification Descriptor

Dental Assistant Trainee	An employee who is either undertaking the first year of an accredited training programme, or equivalent programme, or during the first 12 months of employment.
	• Keep up to date with training dates and RTO due dates. • Communicate effectively with team leader /Clinical manager any concerns. • Participate in staff meetings. • willingness to take on feedback and learn effectively on the job. • Take accountability for learning and progression. • Respond to feedback and make appropriate adjustments. • Demonstrate clarity to work within the team dynamic and exercise sound communication skills. • Make sure all competencies are done that are required through Grampians Health If sees a concern about, a patient, staff member, or environment, speaks to a manger in a timely manner. Participates in staff and dental assistant meetings

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- Compliance with all GH (Grampians Health) Policies and Procedures.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status.

Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.