

Position description

Position title:	Prosthetic Teaching Laboratory Coordinator (Maternity Leave Backfill)
Job reference no:	25513
Salary:	Dependent on Qualifications and Experience
Classification:	Dependent on Qualifications and Experience
Award:	Victorian Stand Alone Community Health Centres, Allied Health Professionals Enterprise Agreement 2017 – 2021
Hours:	76 hours per fortnight
Position tenure:	Fixed term, 12 months
Remuneration benefits:	<ul style="list-style-type: none"> • 9.5% Superannuation • Salary Packaging (including novated leasing and loyalty program) • Access to discounted private health insurance
Work unit / location:	Various LCHS Dental sites (Morwell, Churchill, Moe and Warragul)
Reports to:	Manager Dental Services
Program:	Dental Services
Contact person:	Anh Hoang, Prosthetic Coordinator 1800 242 696
Application closing date:	Sunday 23 August 2020

Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

Our integrated service model means you'll be providing your dental expertise as part of a holistic solution for patients.

You'll have easy access to a network of friendly, approachable and collaborative colleagues in both your profession and related allied health and clinical professions, who you can ask questions of and share practice concerns and ideas with

You can learn more about Latrobe Community Health Service at www.lchs.com.au/careers

Scope of role

The Prosthetic Teaching Laboratory Coordinator will report and provide operational support to the Manager through the effective and efficient development, coordination and management of the human and physical resources of the Prosthetic Laboratory, in order to achieve positive outcomes in a timely and effective manner.

The incumbent will also be responsible for the co-ordination of the design, development, delivery and evaluation of innovative, customised, high quality vocational education and training of Laboratory Technician apprentices.

Key objectives, duties and responsibilities

Efficient delivery of high quality prosthetic services

1. To engage in clinical duties (within the scope of a prosthetist as defined by regulatory bodies and organisational policy) by delivering a standard of client care that supports best practice and positive client outcome. The incumbent must meet agreed clinical productivity targets.
2. Managing the dental laboratory to ensure high throughput whilst maintaining the highest technical standards.
3. Assist with the management of the Laboratory Budget.

Leadership

1. Provide leadership within the laboratory and dental clinic. Supervise subordinate staff; prosthetists, technicians, apprentice technicians and lab assistants under the direction of the Manager Dental Services.
2. Assist Manager Dental Service in conducting annual performance and development reviews. and ensuring that health and safety, employment principles and legislative requirements are met.
3. Participate in leadership committees and professional groups and disseminate relevant information to relevant employees.

Continuous Quality Improvement

1. Complete Clinical Audits and report on Clinical Indicators as required.
2. Contribute to organisational quality and safety initiatives, and participate in the evaluation and continuous improvement processes.
3. Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines.
4. Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities.

Teaching

1. Provide training and assessment to LCHS apprentices in accordance with agreed training plans.
2. Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory training.
3. Maintain professional knowledge and respond appropriately to unsafe or unprofessional practice.

Selection criteria:

Applicants must address the selection criteria for consideration.

1. Experience in representing the interests of the organisation at forums, meetings or similar.
2. An understanding of resources management issues, including finance, facilities, management, OH&S, Equal Opportunity and Industrial Relations.
3. Strong background in the provision of high quality removable and fixed prosthetics, orthodontic, surgery appliances and digital work flow in dentistry.
4. A commitment to promoting best practice standards, and sound knowledge of the functionality of both the public and private dental sectors.
5. Excellent interpersonal and communication skills. Ability to listen, lead and influence with demonstrated leadership skills that effectively promote teaching and learning.
6. Self-starter, able to organise, prioritise and work independently.
7. Knowledge and experience in the use of Titanium Program and familiarity with internet and web-based applications.

Job requirements:

Applicants must meet the following job requirements:

Mandatory:

1. Appropriate dental qualifications for registration in Australia, including full Dental Prosthetist qualification and registration with AHPRA
2. Cert IV TAE 40116
3. Current Victorian driver license.
4. A Working With Children Check will be required for this role (must be obtained prior to commencement)

Other requirements

1. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
2. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
3. Prior to appointment, credentialing documentation must be completed and verified.
4. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
5. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

Approved (Job title):	Executive Director Primary Health
Date:	5 August 2020

Incumbent statement

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /