	Your Community Health	Approval Date: Month/Year
	POSITION DESCRIPTION – Oral Health Educator / Dental Assistant	Review Date: Month/Year
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Related Policy: Recruitment and Selection		
Authorised by: Chief Executive Officer		

1.0 POSITION SUMMARY

1.1 POSITION TITLE

Oral Health Educator / Dental Assistant

1.2 TEAM(S)

Oral Health

1.3 PROGRAM

Oral Health

1.4 ACCOUNTABLE TO

Oral Health Manager

1.5 RESPONSIBLE FOR

Not relevant to non-managerial positions

1.6 ENTERPRISE AGREEMENT

Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers)
Multiple Enterprise Agreement 2018-2022

1.7 CLASSIFICATION

Dental Assistant Grade 2 (Pay Point dependent upon experience)

Fixed term until 31/12/2022 – Full time

1.8 COST CENTRE

500

1.9 SUPERANNUATION:

As per the Superannuation Guarantee Act

1.10 SALARY PACKAGING


In accordance with Your Community Health Policy

1.11 EMPLOYMENT CHECKS

Employment is contingent on a satisfactory Police Records Check, valid Working with Children Check and NDIS Worker Screening check clearance

1.12 PRE-EXISTING INJURY/ ILLNESS

Applicants who are not currently employed by Your Community Health are required to fill out a Pre-existing Illness/ Injury Declaration Form.

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1.13 POSITION PURPOSE

The position aims to ensure the standard of client care is maintained at the highest possible level commensurate with Your Community Health policy and available resources, encouraging positive attitudes towards dental health. The Oral Health Educator / Dental Assistant will work to their full scope of practice to support multi-disciplinary client-centred care for clients accessing Oral Health Services. The Oral Health Educator / Dental Assistant will be responsible for the delivery of clinical services and oral health promotion to clinical and outreach settings, in line with their scope of practice.

2.0 OUR ORGANISATION:

Your Community Health is a quality accredited independent community health service with its own Board of Directors. It provides a wide range of allied health, medical, social support and health promotion services operating across the seven Local Government Areas (LGAs) of northern Melbourne: Darebin, Banyule, Moreland, Yarra, Hume, Nillumbik and Whittlesea. There are three service sites:

- East Reservoir (125 Blake Street, East Reservoir)
- Northcote (42 Separation Street, Northcote)
- Panch (300 Bell Street, Preston)

Staff may be required to work at any site.

Purpose

We enable health, wellbeing and dignity for all people in the northern Melbourne by providing responsive and accessible services.

Our organisational values

We strive for:

Courage


- We rise to challenges and persevere in the face of obstacles

Compassion

- We are caring and empathic towards others
- We embrace and value diversity
- We work collaboratively and respectfully

Integrity

- We are ethical, accountable, honest, reliable, and fair

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Achievement

- We continually strive to improve
- We are adaptable
- We are creative and resourceful

3.0 POSITION DETAILS


3.1 ROLE AND DUTIES

Quality Management

- Support the provision of services that are safe and high quality.
- Maintain staff and client confidentiality at all times.
- Actively engage in formal professional relationship with dentists, dental/oral health therapists and dental prosthetists, seeking advice and assistance as required
- To liaise effectively to ensure appropriate referrals and consultation takes place with the Your Community Health Oral Health team, other Your Community Health services, the Royal Dental Hospital, other dental services and other relevant local agencies.
- To ensure the maintenance of adequate client records and statistics.
- Ensure dental services are and provided in accordance with legislation, standards and policy.
- Ensure services are delivered in accordance with relevant infection control practices participating in relevant audits and improvements.
- Participate in planning and evaluation of unit services and program.
- Identify and make recommendations on opportunities to improve processes, workplace health and safety, quality and service delivery outcomes within Your Community Health.
- Maintain the dental surgery and clinic – consistent with quality efficiency, effectiveness and safe dental practice.
- Undertake and comply with infection control standards and procedures in the dental clinic in accordance with Your Community Health policy and guidelines.
- Undertake duties of a Dental Assistant. This includes and is not limited to chair-side and sterilisation tasks.
- Assist in ensuring the clinic is a welcoming environment that is respectful of diversity.

Health Promotion

- Work with our community to increase their capacity to make choices that enhance their health and wellbeing.

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- Provide oral health education and advice to clients and their families
- Undertake oral health screening and assessments in line with scope of practice and Your Community Health policy and procedures.
- With additional formal training and defined scope of practice, may apply fluoride varnish to high risk individuals as directed by an Oral Health Practitioner and in line with Your Community Health policy and procedures.

Service Development

- Continuously improve the accessibility, range and level of services delivered.

Partnerships

- Work in partnership with the community, clients and staff to achieve our vision.
- Where appropriate provide leadership and support to other members of the Your Community Health oral health team.

Organisational Sustainability

- Ensure a safe workplace for clients, visitors and staff.
- Work in accordance with Your Community Health Policies and Procedures.
- Work with other members of the Your Community Health Oral Health Program to ensure efficiency and effectiveness.
- Undertake professional development and continuing education
- To attend meetings (Team, Site and Staff) as appropriate.
- Perform other duties as directed by Oral Health Manager, Oral Health Clinical Coordinator, Senior Dental Assistant or Senior Dentist


3.2 KEY SELECTION CRITERIA

Qualifications and Experience

- Certificate IV in Dental Assisting (Oral Health Education)
- Working with Children, Police and NDIS check.
- Understanding of and commitment to Community Health Principles.
- Ability to meet the service targets set.

Competencies

- Excellent interpersonal skills, ability to establish relationships with clients and peers.
- Good written and verbal communication skills.
- Awareness of and willingness to respond to the needs of clients from culturally and/or linguistically diverse backgrounds.

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- Computer literacy.
- Ability to work as a member of a multi-disciplinary team.
- Demonstrated ability to be flexible, response to change with an interest in ongoing learning.
- A commitment to implement and develop public dental program models of care.
- Possession of a current Driver's License

4. **GENERAL**

- The successful applicant is required to provide evidence of eligibility to work in Australia.
- Where the preferred applicant has lived or worked overseas for a continuous period of 12 months or more within the past 10 years, they are required to provide or complete an international police check for all countries that they have lived in for that period of time.
- Management, in consultation with the staff member, reserves the right to modify this position description when required.
- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000

PD Updated: 09/07/2018

Agreement	
<i>I have read, understand and accept the role as outlined in this position description.</i>	
Name:	
Signature:	Date: