

Employee Position Description

Position Details		
Position Title: Oral Health Therapist	Department: Dental	Agreement: Victorian Stand-Alone Community Health Therapist, Dental Hygienist and Oral Health Therapists' Enterprise Agreement 2018-2022
Reports To: Senior Manager Oral Health	Location: Ashburton	
Direct Reports: Niki Hantzis	Employment Status: Max Term Part Time 0.4EFT Tuesday & Friday	Classification: Level 2
Position Primary Purpose		
<p>The purpose of the Oral Health Therapist (OHT) position is to provide high quality, efficient and effective dental services to eligible clients, in accordance with AccessHC policies and procedures. A high level of experience knowledge and skills in undertaking a broad range of clinical duties, including those clients with special needs.</p> <p>Willingness to achieve a high level of knowledge and skills in undertaking clinical duties through support and mentoring within the OHTs' scope of practice and deliver dental services within the scope of publically funded dental services.</p> <p>Care is provided by a multidisciplinary dental team comprising of dentists, dental therapists, oral health therapists, dental prosthetist and dental assistants which is aimed at improving access to services and the oral health of the community</p>		
Decision Making Authority		Key Relationships
Decisions made independent of Manager <ul style="list-style-type: none"> Clinical decisions as per OHV guidelines & scope of practice 		Internal <ul style="list-style-type: none"> AccessHC Staff External <ul style="list-style-type: none"> OHV Community Groups Local schools, Playgroups, Kindergartens & Childcare centres Aged Care Facilities

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
Direct Care/Clinical Services	<ul style="list-style-type: none"> • Provide dental care in accordance with AccessHC and OHV policies and guidelines, within the scope of public dental services and the Dental Board Of Australia. • Ensure delivery of high quality, effective and efficient dental services within the scope of public dental services and within scope of practice. • Adopt a multidisciplinary team approach in the delivery of dental care • Effective time management and prioritisation skills • Work in a consultative and referral manner with AccessHC dentists, dental/oral health therapists and dental prosthetist. Infrequently requiring support and advice from more experienced clinicians • Where appropriate refer complex treatment plans and ensure appropriate referrals to more experienced dental practitioners and dental specialists • Supervise dental assistants and provide clinical direction and support to less experienced dental staff • Maintain a professional approach to work through the provision of quality client service ensuring client confidentiality and cultural diversity is respected • Health Education and Health Promotion • Incorporate health education into all direct care contacts • Provide health education and illness prevention activities
Team & Service Development	<ul style="list-style-type: none"> • Participate in team/site/staff meetings and contribute to the development of relevant policies & procedures • Participate in the planning, development and evaluation of dental services according to the organisation's philosophy • Demonstrate cooperation through flexibility in task performance, work location and hours of duty • Liaise and network with relevant professional and community groups • Undertake other duties as required • Assist management with the induction of new or trainee staff members
Administrative Responsibilities	<ul style="list-style-type: none"> • Maintain and complete client records and statistical program records as per clinical dental record keeping guidelines • Liaise with reception staff to ensure a client focused appointment service which also maximises clinical productivity and minimises failed appointments • Assist with public enquiries in liaison with reception staff • Comply with administrative tasks as required
Quality Improvement	<ul style="list-style-type: none"> • Participate and contribute in multi-disciplinary dental team meetings

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> • Adhere to AccessHC infection control policy and procedures and participate in infection control audits • Participate in professional development and keep abreast of issues related to Quality improvement, clinical practice standards and Infection Control • Participate in organisational and team-based quality improvement activities as appropriate • Maintain OHS standards and participate in relevant programs • Ensure safety and maintenance of dental instruments, equipment and supplies and report any faults and malfunctions • Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in Health and Safety training as required
Professional Development	<ul style="list-style-type: none"> • Actively participate in relevant continuing professional development as required
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.</i>
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

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Selection Criteria	
<p>Mandatory selection criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check <i>(if lived/work overseas in past 10 yrs)</i> • Working With Children Check • Current AHPRA Professional Registration • Driver's Licence preferred • Current Radiation Licence <p>Key selection criteria items</p> <ul style="list-style-type: none"> • Tertiary qualifications in Bachelor of Oral Health Therapy • High level of infection control and clinical competence and broad relevant experience in all aspects of dentistry relevant to OHT practice • Demonstrated ability to work effectively as part of a multidisciplinary team • Excellent interpersonal, communication and time management skills • Knowledge of electronic patient management system Titanium & Microsoft 365 suite 	<p>Attributes we value</p> <ul style="list-style-type: none"> • Excellent communication with young people and time management skills • Experience in oral health promotion • Flexibility in providing dental services in alternative settings e.g. outreach activities, Smile Squad • Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds • Commitment to continuous quality improvement and health promotion principles • Effective time management and prioritisation skills • High level of accuracy and attention to detail • Demonstrated behaviours consistent with AccessHC values
<p><i>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices</i></p>	
Authorisations	
<p>Employee Name: _____</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name: Niki Hantzis</p> <p>Signature: _____</p> <p>Date: / /</p>

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