



Albury Wodonga Aboriginal Health Service Ltd

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POSITION DESCRIPTION

Position Title :	Dental Assistant Trainee
Reports To:	Clinic Manager
Employment:	Full time- twelve month traineeship
Award :	Aboriginal Community Controlled Health Services Award 2020
Salary:	As per contract

This is an identified Aboriginal/Torres Strait Islander Position

Position Approval Updated: 18/11/2020 Last updated: new role	Approved: David Noonan Date: 19/11/2020
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ORGANISATION

Albury Wodonga Aboriginal Health Service Inc. (AWAHS) is an Aboriginal Community Controlled Health Organisation. AWAHS provides first class Primary Health Care Services to the Aboriginal community who reside in Albury / Wodonga and surrounding areas. As a Bulk Billing Health Service there is no charge to our clients for the medical services provided.

VISION STATEMENT

We support the Aboriginal community towards a better tomorrow. Our focus is to work alongside you to create generational health change.”

POSITION PURPOSE

The Dental Assistant Trainee will assist with the provision of a professional oral health service to the clients of Albury Wodonga Aboriginal Health Service

Working in the dental clinic this role will provide a working environment for the trainee’s skills development whilst completing a twelve month Certificate III in Dental Assisting.

RELATIONSHIPS

Supervision

The position reports directly to the Clinic Manager of AWAHS

Internal

The Trainee will work collaboratively with all other team members of AWAHS.

External

The role will be expected to liaise with key stakeholders associated with dental service provided by AWAHS and the Registered Training Organisation supplying the academic component of the traineeship

DUTIES OF THE POSITION

Dental Operations

- Work with the dental staff to contribute to high quality, efficient and effective clinical care.
- Work collaboratively with the dental staff and other members of the Oral Health team to develop skills to enable provision of optimal patient care.
- Listen and respond appropriately to direction given by the qualified Dentist, Dental Assistant and/or Therapist
- Actively seek and participate in educational opportunities as appropriate
- Ensure client records are documented accurately and no breach of confidentiality occurs.
- Maintain a professional approach to work through the provision of quality patient care
- Anticipate clinicians requirements to facilitate efficient work flow and client throughput
- Ensure treatment set up is ready and complete for each new client.
- Ensure adequate stock levels throughout the program area are monitored and maintained.
- Assist dental operators to provide dental education and promotion
- Any other duties appropriate to the position

Infection control

- Ensure AWAHS Infection Control policy and procedure are followed
- Clinical environment, dental equipment, and instruments are maintained in accordance with infection control guidelines.
- Maintain accurate documentation of clinic checklists.
- Undertaking responsibility for ensuring procedures for sterilisation and maintenance of instruments and equipment is carried out in accordance with recognised standards and AWAHS police/procedures.
- Maintain accurate documentation for sterilisation processes.
- Ensure storage, packaging, collection and disposal of infectious waste/sharps are in accordance with infection control standards and AWAHS policies/procedures.
- Assist in the implementation of recommendations following Infection Control audits.

Traineeship responsibilities

- Undertake and successfully complete in a timely manner all modules, both clinical and academic, of the Certificate III in Dental Assisting
Attend all offsite and undertake online training required by your Registered Training Organisation (RTO) and AWAHS.
- Complete all required training tasks within the time frame allocated in the traineeship agreement with the RTO and AWAHS

Administrative

- Maintain accurate client and program records and statistics as required.
- Submission of reports and documents within required timeframes or as requested
- Actively uphold the AWAHS philosophy, policies and procedures.

- Participate in the ongoing development and implementation of policies as required
- Maintain confidentiality.
- Contribute to the development and maintenance of a supportive environment within the team.
- Participate in the evaluation of the Program's services and group activities.
- Work in accordance with the EEO, OH&S, Code of Conduct and safe working practices, policies and procedures of the Albury Wodonga Aboriginal Health Service.

Professional

- Accept personal responsibility and be accountable for professional practice.
- Participate in performance appraisal and supervision processes.
- Maintain professional skills and knowledge via appropriate staff development activities.
- Demonstrate excellent communication skills in recording and reporting information to the multidisciplinary team.
- Participate in quality improvement activities.
- Work as part of a team and actively participate in staff meetings.
- Participate in research activities including the compilation of daily and monthly statistics on the services provided as required.

ORGANISATION CHART

Refer to attached AWHS Organisational Chart.

SELECTION CRITERIA

- An interest in the field of Dentistry
- Ability to communicate effectively with the local Aboriginal community in a non-discriminative and professional manner
- Understanding of current health issues relevant to Aboriginal & Torres Strait Islander communities.
- Demonstrated high level of written, verbal and interpersonal communication skills;
- Computer literacy in word processing, spreadsheets and email
- Current Drivers Licence

EMPLOYMENT PREREQUISITES

- Current and clear Criminal Record Check
- Current and clear Working with Children Check
- Complete and appropriate for role Health Declaration Form

DECLARATION

I acknowledge that I have read the Position Description understood its contents and agree to work in accordance with the requirements of the position. I also understand and accept that I must comply with the organisation's policies and procedures including Confidentiality and Code of Ethics during and beyond my employment with Albury Wodonga Aboriginal Health Service Inc.

Name

Signature Date