



Albury Wodonga Aboriginal Health Service Ltd

POSITION DESCRIPTION

Position Title :	Oral Health Therapist
Reports To:	Clinic Manager
Employment:	As per employment contract
Award :	Health Professionals and Support Services Award - 2020
Salary:	As per employment contract

<i>Position Approval</i>	
Updated: 15/01/2021	Approved: David Noonan
Last updated: 21/06/2019	Date: 15/01/2021

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 Oral Health Therapist provides oral health assessment, diagnosis, treatment and management, including restorative/ fillings treatment, deciduous tooth removal and preventive services, also education for the prevention of oral disease to promote healthy oral behaviours to children, adolescents and adults

RELATIONSHIPS

Supervision

The position reports directly to the Clinic Manager of AWAHS

Internal

The Therapist will be part of the oral health team and work collaboratively with all other team members of AWAHS.

External

The Oral Health Therapist will be expected to liaise with key stakeholders who are involved with Oral Health issues affecting our local Aboriginal community. This liaison will also include other local Aboriginal Organisations.

DUTIES OF THE POSITION

Dental Operations

- In accordance with the Scope of Practice for the relevant division of registration and consistent with AWAHS policies and guidelines, provide dental services to AWAHS clients
- Participate in quality improvement initiatives and the notification and management of all clinical incidents.
- Promote and practice the principles of supporting and enabling individuals and communities to improve control over their oral health and its determinants thereby improving their overall health, including but not restricted to, dental health education, health promotion and preventive programs in line with the AWAHS strategic goals. Accurately maintain and collect dental records, in accordance with AWAHS policies and guidelines.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
- Assist in training and providing education to dental assistant trainee.
- Other duties and responsibilities in line with your capacity, qualifications and experience as directed by the clinic manager

Scope of Work Performed:

- Provide primary dental care for children up to the age of 18 years within the relevant Scope of Practice as defined by the Dental Board of Australia.
- Provide dental hygiene services to eligible adult clients of the service as prescribed by a Dental Officer within the relevant Scope of Practice as defined by the Dental Board of Australia.
- Support and enable individuals and communities to increase control over their oral health and its determinants thereby improving their overall health and wellbeing.
- Identifying conditions which require treatment beyond the scope of an Oral Health Therapist/Dental Therapist and referral of clients with such conditions to a Dental Officer.
- Accurately maintaining clinical and statistical data.
- Providing other services to eligible clients within the skills and competency described in the Scope of Practice for the relevant registration division of the Dental Board of Australia.
- The organisation and function of the dental clinic from which the Oral Health Therapist practices.
- Maintain strict infection control standards in line with AWAHS Infection Control policies and guidelines and relevant Australian standards.
- Quality improvement initiatives including the reporting and management of all clinical incidents.
- Comply at all times with AWAHS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Infection control

- Ensure AWAHS Infection Control policy and procedures are followed.
- Clinical environment, dental equipment, and instruments are maintained in accordance with infection control guidelines.
- Maintain accurate documentation of clinic checklists.
- Responsibility for ensuring procedures for sterilisation and maintenance of instruments and equipment is carried out in accordance with recognised standards and AWAHS policy/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.

Administrative

- Maintain accurate client and program records, and statistics as required.
- Submission of reports and documents within required timeframes or as requested.
- Participate in research activities including the compilation of daily and monthly statistics on the services provided as required.
- Participate in the ongoing development and implementation of policies as required.

Professional

- Maintain confidentiality.
- 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.
- Actively uphold the AWAHS philosophy, policies and procedures.
- Contribute to the development and maintenance of a supportive environment within the team.
- 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.
- Participate in quality improvement activities.
- Work as part of a team and actively participate in staff meetings.

ORGANISATION CHART

Refer to attached AWAHS Organisational Chart.

SELECTION CRITERIA

- Bachelor of Oral Health or Bachelor of Oral Health Science recognised by the Dental Practice Board of NSW.
- Demonstrated experience in oral health therapy.
- Sound awareness and understanding of Infection Control principles as they relate to the positions designated area of work.
- Ability to communicate effectively with the local Aboriginal community in a non-discriminative and professional manner

- Demonstrated knowledge of current health issues relevant to Aboriginal & Torres Strait Islander communities.
- 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
- Current registration with the Australian Health Practitioners Regulation Agency

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