



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

With Compliments

Position Application Package

Position Name: Dental Assistant - Trainee

Contact Name: Norma Kelly

Telephone: (02) 6560 2311



Durri Aboriginal Corporation Medical Service
15-19 York Lane
KEMPSEY NSW 2440
T: (02) 6560 2300
F: (02) 6562 7069



Darrimba Maarra Health Outpost
PO Box 131
13/42 Bowra St
Nambucca Heads NSW 2448
T: (02) 6598 6800
F: (02) 6598 6833

All written communications to be addressed to CEO:
PO Box 136
Kempsey NSW 2440

General Conditions of Employment

Position: Dental Assistant - Trainee

Award: ACCHS

Classification: Dental Assistant Level 1

Salary: \$53,154.40

Salary packaging: To calculate your potential benefit follow the link <https://eziway.net.au>

Application: **Your application should consist of four parts:**

1. Selection criteria

Your application must address all the selection criteria, or your application will be marked unsuccessful

2. Completed application form

3. Resume

4. Supporting documents

Completed application to: Recruitment@durri.org.au

or

Post marked confidential to:

Application Human Resources
Durri Aboriginal Corporation Medical Service
PO Box 136
Kempsey NSW 2440

Closing Date: Tuesday 07th February 2023



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Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Date of Birth:

Drivers Licence: Yes No Class: Expiry date:

Do you identify as Aboriginal or Torres Strait Islander? Yes No

Do you identify as having a disability? Yes No

Are you an Australian citizen or permanent resident? Yes No

Do you have Working with Children check number? Yes WWCC No:

Do you have a current National Police check? Yes No Date of issue:

Do you have evidence of Vaccinations? Yes No

Have you provided evidence of your Qualifications? Yes No

Where did you see this position advertised?

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		

Position Description

Position Title: Dental Assistant Trainee	Business Unit: Oral Health									
Reports To: Dentist	Direct Reports: Nil									
Primary Objective:										
<p>This position is responsible for assisting in the provision of dental health services to improve dental health outcomes for Aboriginal people. The key objectives of the role include:</p> <ol style="list-style-type: none"> I. Assist in the delivery of oral health care to the Aboriginal communities. II. Provides assistance and support to oral health practitioners. III. Undertake sterilisation and infection control processes to Australian Standards. IV. Assist in the implementation of programs and services promoting the health and general wellbeing of Aboriginal people; and V. Assist with the develop strategies to improve dental health in the Aboriginal community. VI. Undertakes and completes a dental assisting qualification with a registered training organisation. 										
Position Dimension & Decision Making Authority:	Key Communication Contacts:									
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Routine clinical enquiries from clients and the community <p>After Consultation Managers or others –</p> <ul style="list-style-type: none"> • Relay advice on complex client dental health problems • Actions outside policy and procedure <p>Referred to managers or others –</p> <ul style="list-style-type: none"> • Operational and Capital Expenditure 	<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Dental Team Leader</td> <td>Daily – Direction and Achievement of accountabilities</td> </tr> <tr> <td>Client and Community</td> <td>As needed – Providing help and advice on Dental health related problems</td> </tr> <tr> <td>All staff</td> <td>As needed – Linking with other programs where appropriate</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Dental Team Leader	Daily – Direction and Achievement of accountabilities	Client and Community	As needed – Providing help and advice on Dental health related problems	All staff	As needed – Linking with other programs where appropriate	
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Service Delivery	<ul style="list-style-type: none"> • Preparation of treatment room for patient by following prescribed procedures and protocols at Durri ACMS and on mobile dental services. • Prepare patient for dental treatment by welcoming, comforting, seating, and draping patient. • Provide appropriate care and dental advice to clients and source specialised advise and consultation where needed. • Within scope of practice provide information to patients and staff by answering questions on request. • Arrange assessments and referrals to other health and community services as required. • Participate in needs assessment and planning activities to meet or identify emerging local Aboriginal dental health needs. • Provides assistance and support to the oral health practitioners in the delivery of dental services as appropriate. 	<ul style="list-style-type: none"> • Achievement of Program KPIs

	<ul style="list-style-type: none"> • Provide reception activities for the Dental Services Team to ensure that dental clinic appointments are arranged effectively and efficiently, patients are greeted, and all patient information is recorded accurately. • Confirms patient appointments and confirms availability of Child dental Benefit Scheme. • Cleaning of equipment and materials to conform to national and state infection control guideline. • Sterilisation of reusable instruments, testing and monitoring of sterilisation equipment and maintenance of sterilisation records. • Manage stock to ensure that required items are ordered, stored, and recorded effectively and accurately. 	
<p>2. Community Care</p>	<ul style="list-style-type: none"> • Liaise with the other practice staff to obtain information and ensure that data collected is accurate, easily accessible and understood by the community. • Liaise with the oral health practitioners and other practice staff in the development, implementation, and evaluation of community care plans. • Participation in the provision of education to community groups and organisations involved in the care of patients to ensure effective primary care and early intervention. 	<ul style="list-style-type: none"> • Achievement of Program KPIs

3. Teamwork and Collaboration	<ul style="list-style-type: none"> • Participate in professional development including self directed learning and mandatory training. • Ensure that all communication is completed in a professional and polite manner. • Identify and participate in own performance development and training for continuous improvement. • Assist other team members as required and provide support across all departments as necessary. 	<ul style="list-style-type: none"> • Mandatory training/development successfully completed • Elective/self – directed training and development successfully completed within agreed timeframe • Feedback from colleagues and clients – Minimal Complaints
4. Compliance	<ul style="list-style-type: none"> • Protect patient and employees by adhering to infection – control policies and procedures. • Obtain and record accurate health histories to ensure compliance with all organisational polices and procedure and legislative requirements. • Ensuring client and community confidentiality is maintained. • Comply with all legislation and regulatory standards relevant field of employment, within delegation and skills base. 	<ul style="list-style-type: none"> • 100% Compliance with Durri ACMS policies and procedures. • 100% Compliance with work practices and standards • Report all WH&S hazards, accidents and incidents in a timely manner.
5. Reporting	<ul style="list-style-type: none"> • Provide accurate statistical and management reports to meet organisational, funding and statutory requirements as necessary. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports • Reports submitted by due date

6. Policy and Procedures	<ul style="list-style-type: none"> • Assist in the development of and comply with policies and procedures to ensure that the practice is demonstrating consistent practices nationally and is in line with strategic objectives. • Attend all mandatory training requirements and participate in staff performance reviews. 	<ul style="list-style-type: none"> • Provide consistent and high standards of compliance with policies and best practice.
Key Challenges:		Selection Criteria:
<ul style="list-style-type: none"> • Improving the Oral health of Aboriginal people within the region • Achieving program requirements within agreed deadlines • Completion of Traineeship 		<p>Qualifications & Experience –</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Aboriginal or Torres Strait Islander descent (This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977). 2. Willingness to undertake and complete Certificate III in Dental Assisting 3. Sound Knowledge of Aboriginal communities within the Macleay and Nambucca areas. 4. Demonstrate good oral and written communication skills. 5. Demonstrate computer skills with willingness to learn client software. 6. Current valid Drivers license, minimum of Class “C” or equivalent. 7. Current First Aid and CPR certificate <p><i>All positions at Durri ACMS are subject to a satisfactory National Criminal History Check, a Working with Children Check & all relevant vaccinations as required by Durri ACMS.</i></p>

