



Durri Aboriginal Corporation Medical Service

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15 – 19 York Lane

(PO Box 136)

Kempsey NSW 2440

With Compliments

Position Application Package

Position Name: Dental Assistant

Position No (If applicable): N/A

Contact Name: Alicia Stewart

Telephone: (02) 65602355

Aboriginal people are encouraged to apply

General Conditions of Employment

Position:	Dental Assistant
Position No (If applicable):	N/A
Award:	ACCHS 2010
Classification:	DA Grade 3 Level 1
Salary:	\$49,123.36 per annum
Award entitlements:	Uniform Allowance
For Identified positions:	Pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupational qualification for this position. Must provide Proof of Aboriginality from Local Land Council or Elders.
Benefits:	9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer.
Employment clearances:	Selection criteria - see page 10.
Application:	Email to: hr@durri.org.au
Or post marked confidential to:	Application Human Resources Durri Aboriginal Corporation Medical Service PO Box 136 KEMPSEY NSW 2440
Closing Date:	Monday 19 November 2018 at 5.00 pm

Information for Applicants

Thank-you for enquiring about a position advertised by Durri Aboriginal Corporation Medical Service. Durri is an equal opportunity employer and applies merit based selection techniques.

For nearly 40 years, Durri Aboriginal Corporation Medical Service has provided essential and culturally appropriate health care to Aboriginal people located in Kempsey, Nambucca Heads and its surrounding communities.

The following links showcase the regions around the organisation:

<http://macleayvalleycoast.com.au/>

<http://www.nambuccatourism.com.au/>

Please read the following information carefully, as it will help you to understand the selection process and to prepare your application.

Selection is based on the assessment of each applicant in relation to the requirements of the job identified in the Position Description for the advertised vacancy as well as being a team player with developed interpersonal skills and having the ability to work in an open, friendly and professional environment.

The selection criteria consists of skills, knowledge and abilities required to successfully undertake the position as detailed in the position description.

The first stage of the selection process is based on your written application. The applicants who Durri considers best demonstrate their capacity to meet the criteria will be short-listed for interview.

Your application represents you, therefore it is vital that it is well organised and provides all the required information. The following is a guide to assist you in preparing your application. The application should consist of five parts:

1. Completed position application form - see page 5.

2. Covering letter

A covering letter not exceeding one page is required.

3. Resume

Your resume should provide details on your education qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may assist your claim for the position you seek. Be clear and informative. Include names, position titles, addresses and telephone numbers of two (2) referees (current addresses and telephone contact numbers).

4. Selection criteria - see page 10.

Each statement should concisely and adequately illustrate how you meet the criteria. Try to provide evidence of your work with examples. You can also include transferable knowledge, skills or ability in areas relevant to the requirements of the job, which you have developed outside the workplace as evidence of your capability to meet the selection criteria.

Give complete and relevant information. Your application is a tool to sell your skills and abilities and is the first stage of the selection process. It should be well presented and supply as much detail as necessary to fully explain your capabilities and experience.

Do not simply state that you meet the requirements of the job. Give examples which demonstrate how you meet each criteria.

If you do not address each selection criteria your application will not be considered.

5. Supporting information

Send supporting information with your Position Application form with evidence of your qualifications that you have included on your resume; referee names with current address and telephone numbers; current police check; working with children check and confirmation of Aboriginality for identified positions.

Late Applications

Late applications will not be considered for interviews.

Interview

Should you be invited to attend an interview, it is important that you plan and prepare adequately. In some instances, telephone interviews can be arranged depending on circumstances.

The interview provides us the opportunity to confirm your qualification, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position.

All interviews are conducted by a Selection Panel. The Selection Panel will ask you a number of questions to determine how well you meet the requirements of the job.

Bring any documents or examples of your work that you consider may assist with your application.

You will be notified of the results of your application.

Reference Check

Reference checks are used to supplement the final decision and may be conducted prior to, or after the interview.

Referees may be asked to provide information on your past employment and work performance, relevant to the requirements of the job.

Should you have any objection to this action, your concerns should be raised with the Selection Panel so that alternative arrangements can be made.

Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Drivers Licence:
 Yes No

Drivers Licence Class:

Drivers Licence 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? If Yes provide WWCC No:
 Yes No If Yes provide Date of Birth:

Do you have a current Police check? If Yes provide date:
 Yes No

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	Business Unit: Dental Services Team	
Reports To: Senior 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 to 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 community; ii. Provide assistance and support to the Dental Clinician; iii. Assist in the implementation of programs and services promoting the health and general well being of Aboriginal people; and iv. Assess and develop strategies to improve dental health in the Aboriginal community. 		
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 community <p>After Consultation with manager or others –</p> <ul style="list-style-type: none"> • Relay advice on complex client dental health problems/issues • Actions outside policies and procedures <p>Referred to managers or others –</p> <ul style="list-style-type: none"> • Operational and capital expenditure 	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 – Support where appropriate

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. • 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 and 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 • Provide assistance and support to the Dental Clinicians in the delivery of dental services as appropriate. • 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. • 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. 	<ul style="list-style-type: none"> • Achievement of Program KPIs
2. Community Care	<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 Dental Clinicians 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. Team work and Collaboration	<ul style="list-style-type: none"> Effectively collaborate with team members to ensure that the function is operating effectively and efficiently, while maintaining a harmonious team environment. Ensure compliance with relevant OH&S legislation and that any issues are identified and actioned in line with the policy. 	<ul style="list-style-type: none"> Feedback from colleagues
4. Compliance	<ul style="list-style-type: none"> Comply with all relevant legislation and regulatory standards. Protect patient and employees by adhering to infection –control policies and procedures. Obtain and record accurate health histories to ensure compliance with all organisational policies and procedure and legislative requirements. Ensuring client and community confidentiality is maintained. 	<ul style="list-style-type: none"> Risk aversion
5. Reporting	<ul style="list-style-type: none"> Assist in the provision of statistical and management reports to meet organisational and statutory requirements including analysis, reporting of financial results and supporting recommendations. 	<ul style="list-style-type: none"> Accuracy and timeliness of qualitative reports Accuracy and timeliness of statistical reports
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
7. Continuing Professional Development	<ul style="list-style-type: none"> Annually attend Hand Hygiene, First Aid, BLS and Aseptic Technique courses Attend all courses mandated by Durri AMS for Durri staff Identify opportunities to update knowledge and skills in Dental Assisting and Infection Control through Continuing Professional Development 	<ul style="list-style-type: none"> Maintain CPD log

Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Improving the dental health of Aboriginal people within the region • Achieving appointment requirements in a systematic manner and within tight deadlines 	<p>Qualifications & Experience –</p> <ul style="list-style-type: none"> • Minimum qualification requirement – Certificate III Dental Assisting • Demonstrated knowledge, skills and experience in assisting in a range of dental procedures • Sound knowledge of community dental health, public dental health and Aboriginal dental health • Experience building relationships and working with health service agencies, non-government organisations, community groups and medical professionals at all levels • Ability to hold all relevant security clearances including the National Police Check and Working with Children clearances • Current valid Driver's license, minimum of Class "C" or equivalent • Computer Literacy <p>Core Competencies –</p> <ul style="list-style-type: none"> • Strong interpersonal skills, including the ability to demonstrated empathy when required • High level written and verbal communication skills • Analysis and problems solving skills • Sound level of numeracy and demonstrated attention to detail • Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands • Ability to build relationships with all levels of the organisation and the community • Ability and willingness to undertake continuing development of professional competencies and qualifications

Selection Criteria

Qualifications & Experience –

- Minimum qualification requirement – Certificate III Dental Assisting
- Demonstrated knowledge, skills and experience in assisting in a range of dental procedures
- Sound knowledge of community dental health, public dental health and Aboriginal dental health
- Experience building relationships and working with health service agencies, non-government organisations, community groups and medical professionals at all levels
- Ability to hold all relevant security clearances including the National Police Check and Working with Children clearances
- Current valid Driver's license, minimum of Class "C" or equivalent
- Computer Literacy

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- Ability to build relationships with all levels of the organisation and the community
- Ability and willingness to undertake continuing development of professional competencies and qualifications