



## 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

**Contact Name:** Roshan Abraham

**Telephone:** (02) 65602300



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
- Award:** ACCHS 2020
- Classification:** Dental Assistant Grade 3
- Salary:** \$55,209.44 per annum
- Salary packaging:** To calculate your 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:** [hr@durri.org.au](mailto: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:** Tuesday 27 September 2022



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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  No WWCC No: .....

Do you have a current Police check?  Yes  No Date: .....

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:		



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## Position Description

<b>Position Title:</b> Dental Assistant	<b>Business Unit:</b> Dental Services Team								
<b>Reports To:</b> Senior Dentist	<b>Direct Reports:</b> Nil								
<b>Primary Objective:</b>									
<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"> <li>i. Assist in the delivery of oral health care to the Aboriginal community.</li> <li>ii. Provide assistance and support to the Dental Clinician.</li> <li>iii. Assist in the implementation of programs and services promoting the health and general well being of Aboriginal people; and</li> <li>iv. Assess and develop strategies to improve dental health in the Aboriginal community.</li> </ol>									
<b>Position Dimension &amp; Decision-Making Authority:</b>	<p><b>After Consultation with manager or others –</b></p> <ul style="list-style-type: none"> <li>• Routine clinical enquiries from clients and community</li> <li>• Relay advice on complex client dental health problems/issues</li> <li>• Actions outside policies and procedures</li> </ul> <p><b>Referred to managers or others –</b></p> <ul style="list-style-type: none"> <li>• Operational and capital expenditure</li> </ul>								
<b>Key Communication Contacts:</b>	<table border="0"> <thead> <tr> <th><b>Contact/Organisation</b></th> <th><b>Purpose/Frequency of Contact</b></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 – Support where appropriate</td> </tr> </tbody> </table>	<b>Contact/Organisation</b>	<b>Purpose/Frequency of Contact</b>	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
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All staff	As needed – Support where appropriate								

<b>Key Accountabilities</b>		
<b>Key Result Area</b>	<b>Major Activities</b>	<b>Performance Measures:</b>
<b>1. Service Delivery</b>	<ul style="list-style-type: none"> <li>• Preparation of treatment room for patient by following prescribed procedures and protocols.</li> <li>• Prepare patient for dental treatment by welcoming, comforting, seating and draping patient.</li> <li>• Provide appropriate care and dental advice to clients and source specialised advise and consultation where needed.</li> <li>• Within scope of practice provide information to patients and staff by answering questions and request.</li> <li>• Arrange assessments and referrals to other health and community services as required.</li> <li>• Participate in needs assessment and planning activities to meet or identify emerging local Aboriginal dental health needs</li> <li>• Provide assistance and support to the Dental Clinicians in the delivery of dental services as appropriate.</li> <li>• 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.</li> <li>• Cleaning of equipment and materials to conform to national and state infection control guideline.</li> <li>• Sterilisation of reusable instruments, testing and monitoring of sterilisation equipment and maintenance of sterilisation records.</li> <li>• Manage stock to ensure that required items are ordered, stored and recorded effectively and accurately.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPIs</li> </ul>
<b>2. Community Care</b>	<ul style="list-style-type: none"> <li>• Liaise with the other practice staff to obtain information and ensure that data collected is accurate, easily accessible and understood by the community.</li> <li>• Liaise with the Dental Clinicians and other practice staff in the development, implementation and evaluation of community care plans.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPIs</li> </ul>

<b>3. Team work and Collaboration</b>	<ul style="list-style-type: none"> <li>Effectively collaborate with team members to ensure that the function is operating effectively and efficiently, while maintaining a harmonious team environment.</li> <li>Ensure compliance with relevant OH&amp;S legislation and that any issues are identified and actioned in line with the policy.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from colleagues</li> </ul>
<b>4. Compliance</b>	<ul style="list-style-type: none"> <li>Comply with all relevant legislation and regulatory standards.</li> <li>Protect patient and employees by adhering to infection –control policies and procedures.</li> <li>Obtain and record accurate health histories to ensure compliance with all organisational policies and procedure and legislative requirements.</li> <li>Ensuring client and community confidentiality is maintained.</li> </ul>	<ul style="list-style-type: none"> <li>Risk aversion</li> </ul>
<b>5. Reporting</b>	<ul style="list-style-type: none"> <li>Assist in the provision of statistical and management reports to meet organisational and statutory requirements including analysis, reporting of financial results and supporting recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>Accuracy and timeliness of qualitative reports</li> <li>Accuracy and timeliness of statistical reports</li> </ul>
<b>6. Policy and Procedures</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Attend all mandatory training requirements and participate in staff performance reviews.</li> </ul>	<ul style="list-style-type: none"> <li>Provide consistent and high standards of compliance with policies and best practice</li> </ul>
<b>7. Continuing Professional Development</b>	<ul style="list-style-type: none"> <li>Annually attend Hand Hygiene, First Aid, BLS and Aseptic Technique courses</li> <li>Attend all courses mandated by Durri AMS for Durri staff</li> <li>Identify opportunities to update knowledge and skills in Dental Assisting and Infection Control through Continuing Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>Maintain CPD log</li> </ul>

Key Challenges:	Selection Criteria
<ul style="list-style-type: none"> <li>• Improving the dental health of Aboriginal people within the region</li> <li>• Achieving appointment requirements in a systematic manner and within tight deadlines</li> </ul>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. To be of Aboriginal or Torres Strait Islander descent and have the ability to communicate with Aboriginal or Torres Strait Islander people from various communities. (Aboriginal descent is a genuine occupational qualification and is authorised by Section 14 of the Anti-Discrimination Act 1977, NSW)</li> <li>2. Minimum qualification requirement – Certificate III Dental Assisting</li> <li>3. Demonstrated knowledge, skills, and experience in assisting in a range of dental procedures</li> <li>4. Sound knowledge of community dental health, public dental health, and Aboriginal dental health</li> <li>5. Demonstrated experience building relationships and working with health service agencies, non-government organisations, community groups and medical professionals at all levels</li> <li>6. Proven continuous development of professional competencies and qualifications</li> <li>7. Demonstrated effective oral and written communication skills, effective time management, and computer literacy including Microsoft package .</li> <li>8. Current valid Driver’s license, minimum of Class “C” or equivalent</li> </ol>
<p><i>All positions at Durri ACMS are subject to a satisfactory National Criminal History Check, a Working with Children Check &amp; all relevant vaccinations as required by Durri ACMS.</i></p>	