



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: Oral Health Therapist

Position No (If applicable): N/A

Contact Name: Alicia Stewart

Telephone: (02) 65602355



General Conditions of Employment

- Position:** Oral Health Therapist
- Position No (If applicable):** N/A
- Award:** ATSIHWP + ACCHS 2020
- Classification:** Dental Therapist Grade 1 to Grade 2
- Salary:** Salary range from \$35.85 to \$49.34 per hour
- Award entitlements:** Uniform Allowance
- Identified positions:** Pursuant to Section 14D of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupation qualification for this position. Must provide Proof of Aboriginality from Local Land Council or Elders.
- Benefits:** 10% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer.
- Employment clearances:** Selection criteria - see page 11
- 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 26 July 2021 by 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 over 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.

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: Oral Health Therapist	Business Unit: Programs (Oral Health Unit)												
Reports To: Programs Manager	Direct Reports: Dental Assistants												
Purpose:													
<p>This position will work under the clinical instruction of the Dental Practitioner and under the management of the Programs Manager. The position will also work in partnership with other program and clinical areas at Durri Aboriginal Corporation Medical Service (Durri ACMS) and any other site that the service may from time to time operate within the Macleay Valley and Nambucca Valley.</p> <p>This position is located at DACMS Kempsey and is for 6-month period.</p>													
Primary Objective:													
<p>Oral health therapists can positively influence the oral and general health of current and future generations. Durri ACMS is an employer of choice and offers a range of work environments including our busy Oral Health Clinic, community and school-based clinics and mobile dental unit.</p> <p>This position is responsible for managing and assisting in the provision of oral health services to improve oral health outcomes to Aboriginal people. The key objectives of the role include:</p> <ol style="list-style-type: none"> i. Providing examining and diagnosing dental decay and gum diseases and providing routine dental treatments to members of the Aboriginal community. ii. Planning and implementation of programs and services promoting the health and general wellbeing of Aboriginal people. iii. Assessing and improving oral health in the Aboriginal community; and iv. Ensure that oral health educational and promotional components of the program are effective and culturally appropriate. 													
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 • Routine clinical procedures within the limits of qualifications <p>After Consultation with manager or others –</p> <ul style="list-style-type: none"> • Complex client oral health matters to be referred to the Dental Officer • Actions outside policy and procedure refer to Manager <p>Referred to managers or others –</p> <ul style="list-style-type: none"> • Operational and capital expenditure 	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Contact/Organisation</th> <th style="text-align: left; border-bottom: 1px solid black;">Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Programs Manager</td> <td style="padding: 5px;">Daily – Direction and achievement of accountabilities</td> </tr> <tr> <td style="padding: 5px;">Dental Practitioner</td> <td style="padding: 5px;">Daily – Clinical supervision and support</td> </tr> <tr> <td style="padding: 5px;">Dental Assistant/s</td> <td style="padding: 5px;">Daily – Providing support and direction</td> </tr> <tr> <td style="padding: 5px;">Client and Community</td> <td style="padding: 5px;">As needed – Providing help and advice on oral health related problems</td> </tr> <tr> <td style="padding: 5px;">All staff</td> <td style="padding: 5px;">As needed – Support where appropriate</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Programs Manager	Daily – Direction and achievement of accountabilities	Dental Practitioner	Daily – Clinical supervision and support	Dental Assistant/s	Daily – Providing support and direction	Client and Community	As needed – Providing help and advice on oral health related problems	All staff	As needed – Support where appropriate
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Service and Program Delivery	<ul style="list-style-type: none"> • Monitor local Aboriginal oral issues and needs and provide advice and action plans where appropriate to the Programs Manager. • Ensure that oral clinic appointments are arranged effectively and efficiently. • Ensure infection control guidelines are maintained and consumables are ordered in line with practice operational requirements. • Provide routine clinical dental treatment for children, adolescents and adults including <ul style="list-style-type: none"> • dental examinations and diagnosis, cleaning, scaling and polishing teeth, filling cavities and • extracting teeth under local anaesthetic • Treat gum conditions for all ages including adults, take X-rays of teeth and jaws, apply sealants and remineralising therapies and take impressions • Educate and motivate people to maintain good oral health • Promote oral health for the Aboriginal community by providing education and information on oral health, work with other health services and groups such as parents' groups and play groups to improve oral health with approval of the Programs Manager. • Bring more complex dental problems to the attention of Dental Practitioners, specialists or other healthcare providers • Liaise with other health care providers to support oral health as part of general health. • Work with and under the clinical supervision of the Dental Practitioner • Provide support and supervision to Dental Assistant/s 	<ul style="list-style-type: none"> • Achievement of Program KPIs as determined by the Centre for Oral Health Strategy including: <ul style="list-style-type: none"> • Number and type of occasions of services provided by oral service. • Type of oral programs provided and the number of Aboriginal children, adults and elders accessing the programs • Type of oral promotion activities and number of participants and resources. • Number and type of education and training services and the number of participants. • Description of local partnership between AMS and oral services and mainstream services. • Medicare generation through applicable item numbers

	<ul style="list-style-type: none"> Refer patients with chronic pain presentations are see, referred and followed up where appropriate Any other duties as may be required from time to time 	
2. Community Care	<ul style="list-style-type: none"> Liaise with the programs and practice staff to obtain information and ensure that data collected is accurate, easily accessible and understood by the community. Developing partnerships with other health service agencies and community groups to ensure the education of oral health issues with approval of the Programs Manager. Liaise with the Programs Manager and other practice staff in the development, implementation and evaluation of community care plans. Provide education to community groups and organisations involved in 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"> Ensure compliance with relevant WH&S legislation and that any issues are identified and actioned in line with the policy. Effectively collaborate with team members to ensure that the service is operating effectively and efficiently, while maintaining a harmonious team environment. Attend all Durri ACMS Team Program meetings and other meetings as directed 	<ul style="list-style-type: none"> Feedback from colleagues Feedback from clients
4. Compliance & Quality Assurance	<ul style="list-style-type: none"> Comply with all relevant legislation and regulatory standards. Obtain and record accurate alcohol and other drugs histories and information to ensure compliance to all organisational policies, procedures and legislative requirements. Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups. Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and co-operation. 	<ul style="list-style-type: none"> Near miss analysis Adverse event review
5. Reporting	<ul style="list-style-type: none"> Provide statistical and management reports to meet organisational and statutory requirements as required. Record and utilise Titanium as required and directed 	<ul style="list-style-type: none"> Accuracy and timeliness of qualitative reports Accuracy and timeliness of statistical reports Achievement of Program KPIs

6.7.21

	<ul style="list-style-type: none"> • Ensure client data information meets organisational, statutory, and funding body requirements including national key performance indicators. 	
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 oral health program is demonstrating consistent practices nationally and is in line with strategic objectives. • Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate, Fire Safety Training and participation in Staff immunisation Program • Compliance with and understanding of EEO Legislation 	<ul style="list-style-type: none"> • Provide consistent and high standards of compliance with policies and best practice
7. Workplace Health and Safety	<ul style="list-style-type: none"> • Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible • Compliance with WHS legislative requirements and site policies. • Maintain the Register of Contractors visiting the site and ensure appropriate inductions have been completed with new contractors • Report all hazards, accidents or incidents which could result in injury to others or damage to property. • Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WHS or other legislation. • Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures 	
8. Professional Development	<ul style="list-style-type: none"> • Demonstrate commitment to your Professional Development through participation and completion of all learning and professional activities undertaken, as identified as appropriate by the Programs Manager providing return on investment to Durri ACMS • Attend all organisational training that is considered mandatory • Maintain APHRA registration • Complete a minimum of 60 of CPD hours in accordance with APHRA registration requirements 	<ul style="list-style-type: none"> • Achievement of Program KPI's and regulatory standards • Minimum of 60 of CPD hours over a three-year CPD cycle recorded on your Professional Development file

Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Improving the oral health of Aboriginal people within the region • Achieving appointment requirements in a systematic manner, within tight deadlines • Participation with relation to having a holistic approach to Aboriginal health. • Attend training as required by the organisation <p>Training may require:</p> <ul style="list-style-type: none"> ➤ On-line learning ➤ Travel away from Kempsey ➤ On-site training and a combination of learning formats 	<p>Qualifications & Experience</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor of Oral Health. 2. Current registration with APHRA. 3. Demonstrated knowledge, advanced skills and experience in a range of oral procedures. 4. Sound knowledge of community oral health, public oral health and Aboriginal oral health. 5. Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels. 6. Ability to build and maintain strong relationships with the local community. 7. Strong interpersonal skills, including the ability to demonstrated empathy when required. 8. High level of written and verbal communication skills. 9. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands. 10. Ability to build relationships with all levels of the organisation. 11. Demonstrated commitment. 12. Demonstrated ability of high level of computer literacy; sound working knowledge of Microsoft Office software. 13. Ability to hold all relevant security clearances including the National Police Check and Working with Children clearance. 14. Current First Aid and CPR certification. 15. Current valid unrestricted NSW Driver licence, minimum of Class “C” or equivalent.

Selection Criteria

Qualifications & Experience

Essential:

1. Bachelor of Oral Health.
2. Current registration with APHRA.
3. Demonstrated knowledge, advanced skills and experience in a range of oral procedures.
4. Sound knowledge of community oral health, public oral health and Aboriginal oral health.
5. Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels.
6. Ability to build and maintain strong relationships with the local community.
7. Strong interpersonal skills, including the ability to demonstrated empathy when required.
8. High level of written and verbal communication skills.
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