



# Position Description

<b>Position Title:</b>	Oral Health Therapist	<b>Approval Date:</b>	February 2021
<b>Authorised By:</b>	CEO	<b>Review Date:</b>	February 2022

**Our Vision** People in our communities enjoy better and longer lives

**Our Role** We work in partnership with other health and wellbeing services to enhance the health of our communities in Whitehorse and Nillumbik by meeting additional needs that no one else does in the segments we service, whilst prioritising access for those who need it most and we also work with partners to address the root causes of vulnerability.

### Our Key Business Segments

- Helping people with a long term physical or mental health condition to live better
- Providing services and supports to people with disability
- Helping older people stay at home longer
- Providing integrated services and supports for children and youth
- Delivering public and private dental services
- Addressing the root causes of vulnerability

**Our People** People aspire to work with us and contribute to our business and community. We are committed to building a culture that embodies our values and is driven by providing high quality services, supports and experiences.

### POSITION OVERVIEW

<b>Job Purpose</b>	This position is responsible for the provision of high quality efficient and effective oral health services to eligible patients within the scope of the Dental Practice Board of Victoria’s Codes of Practice for oral health therapists.
<b>Duties and Responsibilities</b>	<p><b>Service Development and Linking:</b></p> <ul style="list-style-type: none"> <li>• Ensure compliance with recall protocol for child patients;</li> <li>• Provide services within the mobile dental van to primary and secondary schools under the smile squad program;</li> <li>• Provide back up to outreach services to preschool and schools as required;</li> <li>• Provide services within the Oral Health clinics across the organisation</li> </ul>

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	<ul style="list-style-type: none"> <li>• Provide efficient, effective and high-quality clinical services within the scope of public dental services to eligible patients in accordance with CH clinical standards and policies;</li> <li>• Refer more complex treatment plans to more experienced dental therapists/oral health therapists or dentists for guidance and where, appropriate, management;</li> <li>• Referral of patients as required to Royal Dental Hospital of Melbourne’s Specialist Dental Services;</li> <li>• Supervise dental assistants as required;</li> <li>• Maintain patient records in accordance with Dental Practice Board Standards;</li> <li>• Achieve through-put target set by the GM Oral Health.</li> </ul> <p><b>Health Promotion:</b></p> <ul style="list-style-type: none"> <li>• Facilitate and support individual and community activities to promote health, well-being, independence and empowerment;</li> <li>• Implement CH procedures and protocols in the planning, delivery and evaluation of programs and health promotion activities;</li> <li>• Facilitate and support community action to promote health, well-being, independence and empowerment.</li> </ul> <p><b>Organisational:</b></p> <ul style="list-style-type: none"> <li>• Build capacity within CH to respond to the needs of diverse communities in Whitehorse to improve their access to health and well-being;</li> <li>• Attend and contribute to CH committees and review forums aimed at capacity building and service development e.g. staff meetings;</li> <li>• Participate in programs, meetings and activities that contribute to the ongoing improvement of the CH as negotiated with line manager;</li> <li>• Participate in the organisational continuous quality improvement program and develop, monitor and review policies and procedures as appropriate.</li> </ul>
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	<p><b>Record Keeping:</b></p> <ul style="list-style-type: none"> <li>• Create and maintain client files in accordance with quality standards and organisational procedures;</li> <li>• Undertake evaluation of services and programs in accordance with the Quality Improvement Program Planning System;</li> <li>• Prepare and submit reports as required;</li> <li>• Report all relevant statistical data according to organisational requirements.</li> </ul> <p><b>Occupational Health and Safety:</b></p> <ul style="list-style-type: none"> <li>• Follow and promote safe work practices, procedures and instructions as per CH policies and procedures;</li> <li>• Perform all duties in a manner, which ensures personal health and safety and that of others in the workplace;</li> <li>• Report all hazards or incidents that cause or may cause harm;</li> <li>• Ensure compliance with CH infection control policy and procedures;</li> <li>• Comply with environmental procedures within CH;</li> <li>• Undertake required training in fire and emergency evacuation procedures as required by CH;</li> <li>• Ensure a safe and clean work environment according to quality standards.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• The staff member will undertake other duties as required by their line manager;</li> <li>• Demonstrate the ability to work in a team environment and effectively communicate with a variety of people;</li> <li>• Undertake duties in a professional manner when dealing with patients and the public and school communities;</li> <li>• Undertake data collection for the monitoring and evaluation of programs;</li> <li>• Supervise chairside dental assistants, as required;</li> <li>• Assist in the induction of new staff as required;</li> <li>• Commitment to professional development;</li> <li>• Comply with required administrative tasks.</li> <li>• Intermediate IT skills (Microsoft office and electronic client records)</li> </ul>
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<p><b>Key Selection Criteria</b></p>	<ul style="list-style-type: none"> <li>• Relevant qualifications, registrations and experience as an Oral Health Therapist in Australia</li> <li>• High level of interpersonal and communication skills</li> <li>• Ability to work as part of an outreach team</li> <li>• Commitment to public dental health and the social model of health</li> <li>• Commitment to continuing personal and professional development.</li> <li>• Understanding of issues around working with culturally diverse people and/or knowledge of a second language</li> </ul>
<p><b>Mandatory</b></p>	<p><b>Mandatory Qualifications</b></p> <ul style="list-style-type: none"> <li>• Oral Health Therapy/Dental Therapy degree or diploma (registered to practice in Victoria)</li> <li>• Current drivers' licence</li> </ul>
<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• Post graduate qualifications in a related and relevant area</li> </ul>
<p><b>KPIs/Performance Goals</b></p>	<ul style="list-style-type: none"> <li>• Minimum of 2 years Demonstrated clinical skills;</li> <li>• Excellent interpersonal skills, ability to establish relationships with clients and peers;</li> <li>• Good communication skills;</li> <li>• Awareness of and willingness to respond to the needs of clients from culturally and/or linguistically diverse backgrounds;</li> <li>• Computer literacy;</li> <li>• Ability to work as a member of a multi-disciplinary team;</li> <li>• Demonstrated ability to be flexible, responsive to change with an interest in ongoing learning;</li> <li>• Commitment to provision of high-quality client services and programs that meet the needs of the community;</li> <li>• Commitment to the principles of continuous quality improvement.</li> <li>• Commitment to organisational values</li> <li>• Ability to develop and maintain effective and efficient work flow systems.</li> <li>• Commitment to work in a mobile setting</li> </ul>

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	<b>Internal Relationships:</b> <ul style="list-style-type: none"> <li>Clinicians within Oral Health Team Dental Assistants</li> </ul> <b>External Stakeholders:</b> <ul style="list-style-type: none"> <li>Staff at Primary, Secondary and preschools</li> <li>Smile Squad relations with DHSV</li> </ul>	
<b>Service/Program</b>	Oral Health	
<b>Reports</b>	<b>Job reports to ...</b>	<b>Direct reports ...</b>
	Senior Dental Manager	Nil
<b>Award/EBA</b>	Victorian Stand-Alone Community Health (Dental Therapists, Dental Hygienists and Oral Health Therapists') Enterprise Agreement 2018-2022	
<b>Classification</b>	Dental Therapist Grade 2	

<b>Terms and Conditions</b>	<b>Status</b>	Full time <input checked="" type="checkbox"/>
		Part time <input type="checkbox"/>
		Casual <input type="checkbox"/>
		Volunteer <input type="checkbox"/>

# Position Specification

## Requirements:

- A Police Record Check is required for all roles
- A Working with Children Check, other credentials and role specific requirements (such as NDIS) and checks (such as Disability Worker Exclusion Scheme checks) will be required in accordance with government funding requirements and legislation.
- All employees must provide 100 points of identification upon commencement.
- All employees must be permanent residents of Australia or hold a current, valid visa.
- A current Victorian Driver's Licence (where driving is a component of the role)
- A probationary period of 6 months applies unless otherwise stipulated.
- All employees must abide by the organisations Policies & Procedures.
- All employees may be required to work across any of the organisation's sites.
- All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct.
- Evidence of Current immunization status – if required by Law

## MANAGER DECLARATION

This role reports to me and I confirm I have read and understood the Compliance Checks Procedure and that in addition to the Police Check requirements, the following requirements are required as part of ongoing employment to this role:

WWCC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
DWES	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
NDIS	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Statutory Declaration	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Credentials/Registration	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Other \_\_\_\_\_

## EMPLOYEE DECLARATION

- i. I acknowledge that I have read and understood the requirements of the position as detailed above.
- ii. Do you have any pre-existing injuries or conditions that could reasonably be expected to be affected by the nature of the proposed employment?

Pre-existing injury/condition?      Yes                      No



# Position Specification

If yes, please provide details:

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Failure to make such a disclosure, or the making of a false disclosure, will result in Sections 82(8) of The Accident Compensation Act 1985 applying. Section 82(8) of the Act provides that where a recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arises out of or in the course or due to the nature of employment with a company, it will not entitle the worker to compensation.

The disclosure of information on a pre-existing injury or disease will not impact on the recruitment process in any way. Nillumbik Community Health Service Ltd is an Equal Opportunity Employer.

**Signed (employee):**

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**Date:**

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