

Position Title	Dental Assistant - CSSD
Group/Portfolio	Griffith Health Clinics
Classification	HEW Level 3
Position Number	
Reports To	Team Leader – CSSD
Employment Type	

1.0 Position Purpose

Under the day to day supervision of the CSSD Team Leader, the Dental Assistant - CSSD will be responsible for the processing of contaminated instruments and ensuring they are sterilised according to Australian Standards. Undertake storage of dental equipment whilst maintaining a high standard of cleanliness and infection control within the CSSD.

2.0 Eligibility Requirements

- An Australian Dental Assistant qualification
- Current CPR / First Aid Certificate from a recognised provider
- Current Queensland Blue Card

3.0 Key Responsibilities

- Work under supervision and direction of the Team Leader, Dental Assistant to ensure the smooth operational running of the CSSD
- Timely processing of contaminated instruments and ensuring they are sterilised according to Australian Standards
- Undertake storage of dental equipment whilst maintaining a high standard of cleanliness and infection control within the CSSD
- Undertake dispensary tasks and assist with stock control and auditing
- Undertake general cleaning of surfaces and equipment to ensure a high standard of cleanliness is maintained and infection control policies and procedures are adhered to.
- Maintain awareness of new developments, new techniques, and undergo appropriate continuing professional development
- Provide coverage as required to other Dental Assistant areas including; Suites, Undergraduate and Postgraduate clinic and support organisational needs to cover for staff absences
- General support and tasks as directed by the Team Leader and the Clinic

Manager

- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).