



POSITION DESCRIPTION	
Part 1 – Expectations	Employee
Attachments	Addendum A *Outlines the specifics of the allocated Directorate/Portfolio

About EACH

EACH provides an integrated range of health, disability, housing, counselling, and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,700 paid employees and over 250 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	Everyone has the power to live well.
Our purpose	Health and support services that improve lives and strengthen communities.
Our values and behaviours	<p>We care.</p> <p>We welcome you with empathy and hope.</p> <p>We believe making change is possible for everyone.</p> <p>We listen.</p> <p>We take time to understand you, your experiences, and your culture.</p> <p>We work with you and the people important to you, to build the right supports.</p> <p>We learn.</p> <p>We evaluate our actions and always seek to improve.</p> <p>We deliver.</p> <p>We have a 'can do' attitude and find ways to say 'yes'.</p> <p>We do what we say we're going to do.</p>



Expectation of Employees

A key focus of this position is to work collaboratively with their team members, their Directorate and across other Directorates.

They are responsible for leading delivery and/or community through their own contribution.

It is expected that all employees consistently model EACH's values and behaviors and ensure EACH's culture is inclusive, safe, and engaging.

Employee Responsibilities

Employees are responsible for:

- Assessing for quality, safety and risk and taking actions that keep myself, customers, community and staff safe
- Partnering with my team, others at EACH, our customers and community to achieve great outcomes
- Creating a safe, respectful and culturally appropriate space to foster growth, learning, belonging, health and wellbeing
- Contribute to tracking progress and outcomes to ensure alignment with EACH's goals and to reliably deliver on performance targets
- Working within the program/role guidelines and professional boundaries of my role
- Demonstrating behaviours at all times that align to EACH's leadership standards and recognises that you are an ambassador of EACH.

Quality:

EACH staff are required to participate in continuous monitoring and improvement and comply with legislation, professional standards and accreditation standards and any other governing laws that apply from time to time.

EACH staff must have and maintain the appropriate skills and knowledge required to fulfil their role and responsibilities. In addition, they must practice within the specifications of this position description, and where applicable within the agreed scope of practice.

Safety & Wellbeing:

EACH is committed to providing and maintaining a working environment for all staff that is safe and minimises risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at the workplace.

As an Employee you understand your responsibilities and accountabilities to yourself and others in accordance with OH&S legislation across the various jurisdictions and EACH's policies.



EACH Child Safe Commitment Statement:

EACH is committed to promoting and protecting the best interests of children and supporting a child safe culture. EACH has zero tolerance for child abuse. Everyone working at EACH is responsible for the care and protection of children and reporting information about suspected child abuse.

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of customers. The welfare of children and young people is our first priority. We create a child safe and child friendly environment where all children are valued and heard, are safe and protected."

Key Selection Criteria

Skills and Behaviours

- Acts in accordance with EACH's Behavioural and Performance Standards.
- Highly developed communication and interpersonal skills to competently establish and maintain effective working relationships with clients, staff and visitors.
- Demonstrated ability to work collaboratively and enthusiastically within a team to help foster a positive and progressive work environment.

Desirable Experience, Knowledge, and Qualifications

- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a Team
- Appreciation and understanding of the Not-For-Profit sector and Health services is well-regarded.

Mandatory Competencies and/or Licences

- Completion of an acceptable Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- A cleared National Worker Screening Check prior to commencement of employment (if required for the role – not applicable to all roles)

Expected behaviours for all EACH Staff

- Acts in accordance with EACH's Code of Conduct, policies and procedures and is demonstrably committed to EACH's vision, mission, values, and service principles.
- Responds to family violence risk in line with their role and responsibilities and in accordance with the Multi-Agency Risk Assessment and Management (MARAM) Framework and related Frameworks.
- Promotes a 'safety first' culture and acts in accordance with EACH Health, Safety and Wellbeing Policy and management system.
- Ensures EACH Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Promotes and supports a zero-tolerance culture that recognises all people have the



right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights.

- Fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. Demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers.
- Demonstrates teamwork and collaboration and positively contributes to group activities.
- Contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers.
- Be curious, reflective, and open to continuous learning and new ways of working.
- Successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery.



Part 2 - Addendum (Dentist)

This document explains the work of the Dentist and the outputs they will need to deliver

Position:	Dentist
Directorate / Service / Program:	Primary Care / Oral Health
Industrial Instrument Name:	Dentists - Victorian Stand-Alone Community Health (General Dentists') Enterprise Agreement 2018 - 2022 (No.2)
Instrument Classification:	2A - 3E
Reports to:	Senior Dentist
Effective Date:	November 2023

Key Deliverables

- Delivery of safe, ethical and high-quality dental services, accurate diagnosis and client centred treatment planning
- Provide oral health promotion and education to clients and/or carers regarding dental health preventive measures in a clinical setting
- Enhance patient throughput by ensuring efficient patient scheduling and demonstrating effective time management
- Ensure accurate recording of client data in Titanium and reporting in Risk man
- Maintain high quality client records as per AHPRA and DHSV clinical record keeping guidelines; as well as refer clients to appropriate specialist care as required
- Maintain privacy and confidentiality in regard to client records and information.
- Promote healthy interpersonal relationships within the oral health team consistent with EACH values
- Attend and contribute as appropriate at clinical meetings, peer review, oral health and site meetings
- Demonstrate a willingness to participate in ongoing training and development to maintain professional knowledge and skills to provide the best possible oral health care
- Audit Policies and Procedures on an annual basis, identify gaps, and address them in consultation with relevant stakeholders as part of the development, review and implementation process.
- Meet service objectives, standards and targets; ensure Quality Assurance in relation to direct patient care; continuously improve services provided.
- Perform all duties, work practice and procedure in a manner which ensures personal health and safety and that of others in the workplace.
- Fully adherent to EACH infection control policy, procedures and associated guidelines. Responsible safe management of medications.



Qualifications and skills

Skills

- Excellent written and verbal communication
- Ability to work within a team environment including dental assistants, oral health therapists, dental therapists, student dentists, and other staff as necessary
- Highly motivated with well-developed interpersonal skills and abilities, ability to relate well with a wide variety of people, and ability to work within a team environment
- Commitment to customer focus, innovation, continuous improvement, flexibility and openness
- Intermediate level IT skills Experience and Knowledge
- Experience in a range of dental practices and procedures, including the provision of public dental services
- Well-developed knowledge of dentistry including an understanding of the epidemiology of dental diseases, and an appreciation of preventive approaches to
- dental diseases; together with an understanding of the public Dentistry environment, and of the wider community health service provision environment, and commitment to professional health and community service principles
- Experience in Community Health Care setting

Mandatory Qualification/s, Competencies and/or Licences

- Completion of a Criminal History Check and Employee Working With Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced
- AHPRA registration
- Radiation Licence
- Current Professional Development requirements as per APHRA
- First Aid and CPR competencies
- Immunisation Status – The successful applicant will be required to provide EACH with serological immunity or vaccination history

Physical Requirements:

- able to stand for 6 – 8 hours per day
- Walk up stairs
- ability to travel between EACH locations
- Lift 3 kgs etc.