



Position Description	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>



Position Summary

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.

Key Deliverables

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 (Dental Assistant)

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

Position:	Dental Assistant
Directorate / Service / Program:	Operations/Primary Care/Oral Health
Industrial Instrument Name:	HSUA 1 & 5
Instrument Classification:	Dental Assistants 2.5
Reports to:	Team Leader Dental Assistants
Effective Date:	December 2023

Key Deliverables

The key objective of this role is to provide efficient clinical chair-side assistance to the dental operators in all facets of the delivery of safe, high quality, efficient and effective public dental services, in-house and in outreach settings.

The dental assistant is responsible for providing professional communication and customer service to the clients including oral health education within the relevant scope of practice. Ensuring compliance with infection control principles, maintaining the clinical environment, sterilisation of instruments and maintenance of dental instruments to industry standards.

You'll be working across the City of Knox and Maroondah regions, Yarra Ranges and Lilydale.

Deliverables

- Provide efficient clinical chair-side assistance in accordance with EACH and public dental clinical standards at all sites.
- Maintain a professional approach and promote good interpersonal relationships within the oral health team and with stakeholders and clients consistent with EACH values.
- Demonstrate the ability to work effectively in a team environment and communicate with a variety of people.
- Provide oral health promotion and education to clients and/or carers regarding dental health preventive measures in a clinical setting within scope of practice
- Compliance with National Quality for Health Care Standards for the management of the clinical environment, equipment and correct process for the sterilisation of reusable medical devices



Qualifications and skills

Skills

- Highly motivated with well-developed interpersonal skills, ability to relate well with a wide variety of people, work within a team environment including, dental assistants, dentists, oral health therapists, dental therapists, prosthetists and other staff as necessary and ability to work within a team environment.
- Provision of oral health promotion and education to clients and/or carers
- Sound knowledge of current infection control guidelines and sterilisation applications
- Demonstrate a high level of chairside clinical competency.
- Intermediate level IT skills
- Excellent organisational ability

Experience and Knowledge

- Recent experience in a range of dental practices and procedures, including public dental services.
- Demonstrated ability to communicate effectively with a variety of people including co-workers, clients, and other health professionals, including a high level of written and verbal presentation skills.

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
- Certificate III/IV in Dental Assisting with recent practice
- Immunisation Status – The successful applicant will be required to provide EACH with serological immunity or vaccination history.

Highly regarded Qualifications and/or Certifications

- Certificate IV in Oral Health Education
- CPR competency

Physical Requirements:

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