

**POSITION DESCRIPTION – Dental Assistant****Part 1 – Expectations for Your Role**

<b>Position</b>	Dental Assistant
<b>Service / Program</b>	Primary Care / Oral Health
<b>Industrial Instrument</b>	Each Oral Health Enterprise Agreement 2024
<b>Instrument Classification</b>	Dental Assistants Grade 2
<b>Reports to</b>	Team Leader
<b>Effective Date</b>	March 2025

**Key Deliverables**

- **Clinical Assistance:** Provide efficient clinical chair-side assistance in accordance with Each and public dental clinical standards at all sites.
- **Professional Relationships:** Maintain a professional approach and promote good interpersonal relationships within the oral health team and with stakeholders and clients, consistent with our values.
- **Teamwork and Communication:** Demonstrate the ability to work effectively in a team environment and communicate with a variety of people.
- **Oral Health Education:** 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 Standards:** Ensure compliance with National Quality for Health Care Standards for the management of the clinical environment, equipment, and the correct process for the sterilisation of reusable medical devices.

**Skills**

- **Interpersonal Skills:** Highly motivated with well-developed interpersonal skills, able to relate well with a wide variety of people and work within a team environment (e.g., dental assistants, dentists, oral health therapists, prosthetists, and other staff).
- **Oral Health Education:** Provision of oral health promotion and education to clients and/or carers.
- **Infection Control:** Sound knowledge of current infection control guidelines and sterilisation applications.
- **Clinical Competency:** Demonstrate a high level of chairside clinical competency.
- **Technology Skills:** Intermediate level IT skills.
- **Organisational Skills:** Excellent organisational ability

**Experience and Knowledge**

- **Dental Practice Experience:** Recent experience in a range of dental practices and procedures, including public dental services.
- **Communication Skills:** Demonstrated ability to communicate effectively with a variety of people, including coworkers, clients, and other health professionals, with high-level written and verbal presentation skills.

**Qualification/Registrations/Licences (*Mandatory only*)**

- **Dental Assistant Certification:** 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.

## Physical Requirements

- **Physical Endurance:** Able to stand or sit for 6 – 8 hours per day.
- **Mobility:** Walk up stairs.
- **Travel Flexibility:** Ability to travel between our locations.
- **Lifting Ability:** Lift 3 kgs.



## POSITION DESCRIPTION - Employee

### Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

#### Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

#### Employee Responsibilities

An Each employee is responsible for:

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

#### Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

#### Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

#### Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

#### Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

#### Key Selection Criteria

##### Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

##### Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.



- Understanding of the Not-For-Profit and Health sectors.

#### Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

#### Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.