

Position Title	Dental Assistant
Group/Portfolio	Griffith Health - Griffith Health Clinics
Classification	Hew Level 3
Position Number	Various
Reports To	Team Leader
Employment Type	Fixed Term

1.0 Position Purpose

Griffith Health Clinics are a multi-disciplinary primary health care service within Griffith University. The Clinics feature a 96 chair Dental Clinic in addition to Nutrition and Dietetics, Physiotherapy, Speech Pathology and Psychology Clinics. Since moving in mid-2013 into new facilities in the Griffith Health Centre, the Clinic continues to undergo growth and expansion. The operation of the Clinics are underpinned by our inter-professional approach to research and teaching, supporting a model of evidence based clinical best practice.

The Dental Assistant will be responsible for the receiving and preparation of patients into the dental clinic under direction of the Team Leader, Dental Assistant as well as assisting staff and students in the full range of dental treatment and procedures. The Dental Assistant will also contribute to the training and assessment of the school of dentistry and oral health students.

2.0 Eligibility Requirements

- An Australian Dental Assistant qualification or recognised equivalent together with a current CPR / First Aid Certificate from a recognised provider.

3.0 Key Responsibilities

- Receive and prepare patients for treatment in addition to providing the full range of chair side assistance for dentist and patients.
- Work collaboratively with colleagues to act on instruction and report changing patient conditions.
- Assist colleagues in the presentation of oral hygiene instruction to patients and or relatives and provide reassurance to patients regarding further treatment.
- Work under supervision and direction of the Team Leader, Dental Assistant to ensure the smooth operational running of the clinic.
- Provide administrative and or reception assistance as required by the Team Leader, Dental Assistant enduring strict adherence to confidentiality.

- 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.
- Other duties as directed by the Team Leader, Dental Clinic Manager.
- Maintain 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](#).