



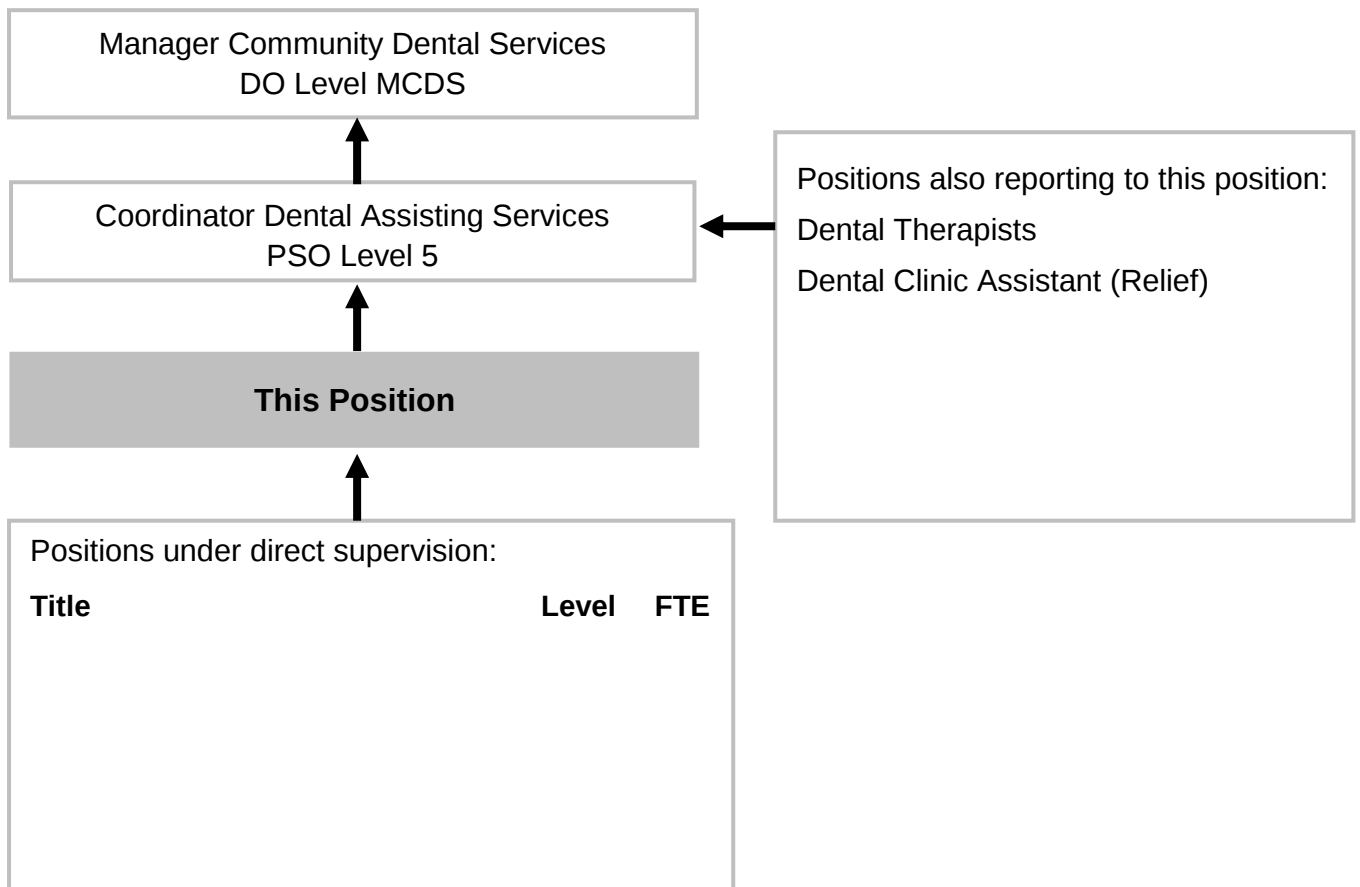
Job Description Form

DENTAL CLINIC ASSISTANT – RELIEF

Public Service and Government Officers General Agreement: Level 2
Position Number: Various

Effective Date of Document: 1 March 2019

Reporting Relationships



Key Responsibilities

Provides dental clinic assistance relief duties.

Brief Summary of Duties (in order of importance)

1. Relief

- Provides relief for Dental Clinic Assistant positions within Dental Health Services, in accordance with the Job Description Form for the position requiring relief.

2. General Duties

- Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation.
- Other related duties as directed by the Coordinator Dental Assisting Services

3. Education & Training

- Engages in continuing professional development/education

4. DHS Governance, Safety and Quality Requirements

- Participates in the maintenance of a safe work environment.
- Participates in an annual performance development review.
- Has an understanding and fulfils National Safety and Quality Health Services Standards requirements including but not limited to:
 - Participating in continuous safety and quality improvements actions, such as audits, reviews and drills that result in improvements to patient care, staff knowledge or the consumers experience that align with actions described within the standard.
 - Participating with the development, implementation, reporting and monitoring of DHS activities.
 - Ensuring records and statistics are kept in accordance with established procedures.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health and Dental Health Services Policies and Procedures including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and WA Health Code of Conduct.

Work Related Requirements

Essential Selection Criteria

1. Certificate III or above in Dental Assisting (or recognised equivalent) or adequate relevant experience as a Dental Assistant or a related field.
2. Sound communication and interpersonal skills.
3. Demonstrated well-developed organisational ability and time management skills.

Desirable Selection Criteria

1. Considerable clinical experience
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Criteria

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia

SPECIALISED EQUIPMENT OPERATED: Autoclave, Evacuation Equipment and other dental equipment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

____Gino Cirillo____	____HE65294____	____19/02/2019____
Manager / Supervisor Name	Signature or HE Number	Date
Dept. / Division Head Name	Signature or HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

____	____	____/____/____
Occupant Name	Signature or HE Number	Date

Registration Details (to be completed by HR)

____	____	____/____/____
Position Title	Signature or HE Number	Date

HCN Registered

____	____	____15____/____06____/____2017____
Signature or	HE Number	Date