



## ODONTOLOGICA

TOOTH AND GUM CONSERVATION

Superior quality, affordable dental care

The Odontologica Trust Pty. Ltd. T/A Odontologica

ABN 28 563 302 576

Content © Aesculapian Management 2015.

Used under licence.

UNCONTROLLED COPY WHEN PRINTED

**Document:** POSDESC-DA1-CASxx

**Version:** 2.0

**Date of Issue:** 2020-Jan-14

**Authorised:** Director

### Position Description

**Position Title:** Dental Assistant (Casual Support)

**Position Identifier:** DA1-CASxx (casual positions)

**Pay and Conditions:** Modern Award

[Health Professionals and Support Services Award](#)

**Employment Type:** Casual

**Classification:** Dependent on qualifications, experience

### General Description

Odontologica Dental is an established dental practice in Sinnamon Park, Brisbane. The practice has primary emphasis on providing an empathetic and friendly environment for adults and children to receive comprehensive, evidence based general practice dentistry. We provide services for children from 2 (approx.) through to elders 90+. We have a particular interest in providing services for people with dental anxiety and phobias, and for children with some developmental and behavioural conditions.

The practice will usually have a Receptionist on duty when operating. The position referred to in this document is for a chairside dental assistant and sterilising assistant. Duties regarding reception and practice management are incidental and not a core part of this role.

The successful candidate is required to present a well-groomed and professional image and behave in a manner consistent with the practice code of conduct, social media policy, privacy policy and other associated policies. Superior spoken and written English skills are an essential requirement. Good numeracy skills and legible writing is required.

We are seeking individuals who:

- Have a strong customer service focus;
- Are self-starters, punctual, reliable, hardworking;
- Have excellent grooming and personal presentation;
- Are enthusiastic and happy;
- Have strong interpersonal skills and can communicate effectively;
- Are resilient, flexible and able to work as part of a team;
- Are able to learn and adapt their way of working to new systems;
- Are able to work under strict quality and time pressures.

The practice operates Monday to Saturday with some early starts (8am) and some late finishes (8pm) by appointment and negotiation. Sessions may be available as Morning, Afternoon, Evening or combinations of these to suit the needs of the practice.

If you are interested in the role, please review the full job description and apply.

## Dental Assistant (Casual Support) Duties

- Dental assisting for routine general practice dentistry
- Instrument reprocessing
- Stores administration
- Coordination and oversight of external dental laboratory cases
- Assist with cleaning, laundry and basic maintenance of the practice
- Assist with practice administration
- Assist with marketing and promotional activities for the practice
- Assist with general tasks as required.

The role may require the Dental Assistant to perform work at various locations within the greater Brisbane region on occasion.

The role requires the person to be eligible to work with children. The role will also require the person to be willing to assist in providing treatment to the sick, the frail, and medically compromised individuals who may require some movement assistance or have difficulty communicating.

The person may be required to drive a company car to transport patients to and from appointments or to transport stores or items as required. [not essential]

**Dress and Personal Presentation.** The candidate is required to comply with the practice dress code and relevant dress and grooming items contained in the infection control policy. Full details are available on request. Of note, specific guidelines exist in relation to personal hygiene, fingernails, hair, tattoos, visible body piercings and jewellery (including finger rings and wedding bands).

**Safety.** These positions are classified as safety critical and several relevant internal policies apply. Drugs, medicines, alcohol and fatigue may impair the capacity of individuals to be safe in their work and to be safe to others in the workplace. In simple terms, our policies require staff to present for work in a fit and safe state for work or to privately disclose their unfitness to their supervisor and disqualify themselves from safety critical work. Failure to comply with internal policies on drugs, alcohol and fatigue may be considered as serious misconduct and be subject to further action, up to and including termination of employment depending on circumstances.

**Health.** The nature of work may bring the person in contact with patients with increased susceptibility to infectious disease, and also that the nature of work may be considered hazardous for contaminated sharps injury. As such, it is a requirement that within four weeks of appointment, employees are to provide evidence of their HIV, Hepatitis B and Hepatitis C status.

The employee is also required to provide vaccination or immune status of other infectious diseases: Measles, Mumps, Rubella, Polio, Diphtheria, Pertussis, Varicella, Tetanus, and Meningococcal disease. The practice strongly encourages all staff be vaccinated against these conditions as specified in the Australian Immunisation Handbook as it provides protection against acquiring the disease or acting as a carrier and transmitting it to patients who may be immunosuppressed or susceptible.

## Essential criteria

- Be medically fit to undertake the full range of dental assistant work.
- Be eligible to work with children. Blue card may be obtained once employed.
- Undertaking to complete First Aid/CPR training prior to employment if not current.
- Be prepared to have a basic national police check (name only) on offer of employment.
- Be willing to undertake the full range of dental assistant work.

## Desirable criteria

- Relevant experience (if without qualifications);
- Certificate III in Dental Assisting;
- Certificate IV in Dental Assisting;
- Hold a Queensland Radiation Use Licence (intraoral and/or extraoral dental x-ray);
- Familiarity with Dentrix Dental Practice Management software
- Familiarity with digital dentistry – Intraoral scanners and milling machines.
- Experience in face to face customer service or sales
- Basic office technology proficiency
- Current Queensland P2 ("Green P") or Open licence for cars

## Working Routine.

Three sessions are available – morning (0900-1130), afternoon (1230-1630) and evening (1600-1900). These are indicative only for the purposes of the position description. Actual session times may vary. Each session is guaranteed to be paid for at least three hours for casual employees.

A typical day may look like this:

0900-1130	Patient bookings
1000-1010	Morning break (paid)
1010-1130	Patient bookings
1130-1230	Lunch (unpaid) – End of morning session
1230-1430	Patient bookings
1430-1440	Afternoon break (paid)
1440-1630	Patient Bookings
1630-1650	End of afternoon session procedure and preparation for next day
1650-1700	Break
1700-1930	Patient Bookings – Evening session
1930-2000	End of day procedure and preparation for next day. End of evening session.

**[END]**