

# Bulgarr Ngaru Medical Aboriginal Corporation

P.O. Box 1256, Grafton NSW 2460 131-133 Bacon Street, Grafton NSW 2460

Phone: 02 6643 2199 Fax: 02 6643 2202

ABN: 67 006 943 078 ICN: 1044



|                   |  |                       |                          |
|-------------------|--|-----------------------|--------------------------|
| <b>Job Title:</b> | <b>Dental Therapist</b>                                    | <b>Job Category:</b>  |                          |
| <b>Award</b>      | Aboriginal Community Controlled Health Services Award 2010 | <b>Salary range:</b>  |                          |
|                   |  | <b>Position Type:</b> | full-time – 35 hour week |

## Job Description

### Job Purpose:

This position is responsible for managing and assisting in the provision of oral health services to improve oral health outcomes to Aboriginal people. The key objectives of the role include:

- i. Delivering oral health care to the Aboriginal community;
- ii. Planning and implementation of programs and services promoting the health and general wellbeing of Aboriginal people;
- iii. Assessing and improving oral health in the Aboriginal community; and
- iv. Providing senior experience and leadership to the Oral Health team.

### Organisational Relationships:

- This position reports directly to the Senior Dentist
- Accountability to the Bulgarr Ngaru Medical Aboriginal Corporation through the Chief Executive Officer and Board of Directors.

### Nature of the Position:

### Primary Responsibilities:

### Statement of Duties

1. Plan and deliver preventive dental health programs to all designated schools
2. Under the supervision of the Dentist, carry out routine dental treatment of children of school age. (Supervision is relative to a Dental Officer being available to assist in a reasonable period of time, and is not direct)
3. Provide treatment consisting of:
  - Prophylaxis of deciduous and permanent dentitions
  - Intra oral radiology
  - Application of fluoride to teeth, both deciduous and permanent, or such other similar prophylactics solutions
  - Treatment of periodontal conditions not involving surgical techniques requiring incisions.
  - Give supra-periosteal or mandibular nerve block injections of local anaesthetics not involving regional or intra-osseous
  - Extract deciduous teeth not involving surgical techniques requiring incisions
  - Restore deciduous or permanent teeth by the use of simple filling materials
  - Pulp capping of deciduous teeth and permanent teeth and pulpotomy of deciduous teeth.
  - Oral hygiene instruction and other preventive measures.
4. Maintain a treatment chart for each patient.
5. Record and update the medical history of the client and also note any variations concerning consent.
6. Follow up of Dental clinic clients as required.
7. Ensure Dental Assistants carry out duties according to their duty statement.
8. Responsible for the general cleanliness of the Dental Clinic.

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9. Provide administrative support to other staff members as required.
10. Be responsible for the collection and reconciliation of payments made by clients. Ensure monies are delivered to the Finance Officer at the close of business each day.
11. Maintain confidentiality according to Bulgarr Ngaru Medical Aboriginal Corporation Policies and current Privacy Legislation.
12. Requisition of stores and supplies for the Dental clinic.
13. Maintain daily, weekly and yearly statistics of numbers of clients treated by the Dental clinic and the number of fillings, extractions etc.
14. Sterilise instruments and maintain clinic instruments and equipment.
15. Perform any other duties, as required, not in contravention of the Dental Act.
16. Other duties as directed by the CEO.
17. Collect data as required by Management & the Board and NSW Health. Regularly evaluate program run.
18. Continually evaluate your own performance in the role, the level of client demand for services and the levels of access, suggesting improvements in service delivery where appropriate.

## Requirements of the Position

1. Agree to undertake background checks as required by Bulgarr Ngaru Medical Aboriginal Corporation.
2. Familiarise, comply and abide with all Bulgarr Ngaru Medical Aboriginal Corporation Policies and Procedures.
3. Bulgarr Ngaru Medical Aboriginal Corporation believes that confidentiality, privacy and ethical behaviour are critical in the provision of professional health care. You must maintain Confidentiality with regard to patient's information. You will be required to sign a Confidentiality Agreement when you take up your position. Breaches in Confidentiality will not be tolerated. This confidentiality agreement remains in force while you are in your current position and after you leave the organisation.
4. Wear appropriate uniforms and identification at all times.
5. Participate in compulsory staff training, internal and external training to update and maintain your qualifications, knowledge and skills.
6. Maintain the highest professional standards when representing Bulgarr Ngaru. Communicate in a professional and positive manner about the organisation at all times.
7. A NSW Drivers Licence is essential for this position, a copy of the current licence is to be provided when you take up employment. Failure to keep that licence will impact on your ability to hold this position.
8. Establish, maintain and promote a friendly, welcoming, safe and culturally appropriate environment within the service and in any outreach clinics.
9. Keep adequate records about your activities in the position and the number of clients you service. Report to management as requested.
10. Be prepared to undertake any other duties within the scope of your skills and experience if requested by management.

## Occupational Health & Safety Responsibilities

- Demonstrate commitment to OH&S through personal involvement.
- Do not put yourself or others at risk and cooperate with the employer.
- Follow the employer's reasonable instructions concerning health and safety in the workplace.
- Participate in OH&S education and training.
- Report any workplace hazards.
- Assist in the OH&S Risk Management process, by being actively involved in the identification, assessment and control of hazards and associated risks in the workplace.
- Assist managers in establishing and monitoring OHS Consultation in the workplace.

## Privacy Statement

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The *Privacy and Personal Information Protection Act 1998* (PPIPA) and the *Health Records and Information Privacy Act 2002* (HRIPA) requires all staff/contractors and other health service providers who, in the course of their work, have access to personal information (PPIPA) or personal health information (HRIPA), to comply with the requirements of these Acts and the NSW Health Privacy Manual (PD2005\_362).

It is the responsibility of all staff to ensure privacy of personal information by following BNMAC privacy and security procedures in relation to any personal information accessed during the course of their duties.

## **Code of Conduct and Ethics**

Comply with Bulgarr Ngaru Medical Aboriginal Corporation Staff Code of Conduct Policy.

## **Bulgarr Ngaru Medical Aboriginal Corporation Smoke Free Policy**

Bulgarr Ngaru Medical Aboriginal Corporation is a smoke free environment.

## Selection Criteria:

### **Essential**

- Highly developed liaison skills with the proven ability to build good working relationships with mainstream and Aboriginal services.
- Good organisational and time management skills.
- Ability to assess client needs and to refer appropriately
- Current driver's licence & computer literacy.
- Qualifications in dental therapy, oral health therapy or equivalent
- Current registration with the NSW Dental Board as an oral health therapist or dental therapist
- Demonstrated ability to lead and develop a team.
- Demonstrated knowledge, advanced skills and experience in a range of oral procedures.
- Senior level experience and the ability to work unsupervised.
- Ability to hold all relevant security clearances including the National Police Check and Working with Children clearance

### **Desirable:**

- Experience in designing and implementing awareness programs, educational and promotional material relevant to the needs of local communities.
- Sound knowledge of community oral health, public oral health and Aboriginal oral health
- Experience building relationships with health service agencies, non-government organisations, community groups and medical professionals at all levels
- Experience with ISOH computer system

### **Core Competencies –**

- Ability to build and maintain strong relationships with the local community.
- Ability to build and maintain relationships with all levels of the organisation.
- Strong interpersonal skills, including the ability to demonstrate empathy when required.
- High level written and verbal communication skills.
- Sound level of numeracy and demonstrated attention to detail.
- Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
- Demonstrated ability to lead and develop a functional team.
- Analysis and problem solving skills.

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## Declaration

As the incumbent of this position, I have noted this Job Description and agree with the contents therein. I understand that other duties may be directed from time to time.

I also agree to strictly observe the Bulgar Ngaru Medical Aboriginal Corporation policy on confidentiality of patient information or such sensitive information that I may come across in the course of my employment.

Employee:

Manager:

Name.....

Name: .....

Signature.....

Signature: .....

Date: .....

Date: .....

|            |               |                  |  |
|------------|---------------|------------------|--|
| Developed: | December 2010 | Approved by      |  |
| Revised    |               | Last Updated By: |  |