



“Healthy Jobs-Healthy Communities”

Job Description

Position title:	Dental Therapy Assistant
Reports to:	Clinical Team Leader
Location:	Places throughout the Wellington region that have been designated by Hutt Valley District Health Board for the delivery of dental care
Clinically Accountable to:	Dental Therapist
Functional Relationships	Public Health Dentist Clinical Head of Department Dental Therapist within team Other Dental Therapists and Dental Therapy Assistants within team/service as required Community Dental Service Admin staff School Staff School children Parents / caregivers of school children
Staff responsibilities:	None
Salary Range:	\$35,713 - \$45,669 per annum (6 weeks annual leave)
Last updated:	November 2017

Position Summary:

The position is responsible for establishing and maintaining an effective patient /Dental Therapist/ school interface by providing clinical and administrative support to Dental Therapists. Responsibilities include clinic cleaning and general tidiness in order to achieve professional standards.

Key objectives:	Performance indicators/outcomes:
To provide telephone service	<ul style="list-style-type: none"> • Answer the telephone, referring caller to the Dental Therapist or taking messages as required. • Contact parents of patients to book appointments etc • Liaise with other Dental Therapy Assistants, Dental Therapists, Clinical Team Leaders, and Administration staff as required.
To provide administrative support	<ul style="list-style-type: none"> • Issue forms to patients. • Charting, as dictated by Dental Therapists. Chart records signed off by Dental Therapist. • Appointments made for children, managing workload efficiently. • Electronic data entry as required and signed off by Dental Therapist. • Consults with Dental Therapist if appropriate. • Collects children from classroom as required

	<ul style="list-style-type: none"> • Monitors supplies. • Facilitates clinic shifts, packing material and equipment. • Liaises with school staff re sports days etc, which may interrupt clinic services, and notifying parents if appropriate. • Participate in service training and initiatives, and as able in projects. • Participate in information-sharing tasks, including monthly and annual statistical returns, as required.
To provide clinical support	<ul style="list-style-type: none"> • Ensure cross infection management standards are met, including sterilisation of instruments and equipment. • Clean up after patient examination /treatment. • Set out instruments and materials for dental care. • Mix materials for Dental Therapist as required. • Provide suction and other clinical assistance that may be needed. • Assists the Dental Therapist to comfort /cope with distressed or difficult children.
To maintain clinic in clean and tidy condition	<ul style="list-style-type: none"> • Clean basins, benches and toilet daily; sweep floor daily. • Dispose of clinic waste daily. • Wash floor weekly, and more frequently as required. • Keep clinic clean and tidy, ensuring that the clinic presents a professional image at all times.
Health and Safety	<ul style="list-style-type: none"> • Displays commitment through actively supporting all health and safety initiatives. • Undertakes and/or assists with annual Hazard Ids in each clinic working in. • Ensures own and others safety at all times • Complies with policies, procedures and safe systems of work. Reports all incidents/accidents, including near misses in a timely fashion using Service procedure. • Is involved in health and safety through participation and consultation.
Treaty of Waitangi:	<ul style="list-style-type: none"> • Service activity, development and implementation is undertaken in accordance with the provisions of the Treaty of Waitangi – partnership, protection and participation. • Consultation is undertaken with Maori communities as appropriate for delivery of day-to-day activity.

Competencies required for role

Interpersonal Skills:

- Friendly, warm, genuine and open. Builds an instant rapport with people. Responsive to people's concerns.
- Effectively communicates in situations requiring ordinary courtesy.
- Able to answer queries and explain instructions.
- Able to put forward their point of view in a discussion / negotiation situation.

Written Communication Skills:

- Has basic written communication skills. Writes clearly and concisely.

Examples

Internal memos, completing templates, filling in forms, taking telephone messages

Fit with HVDHB Values:

- Respects all individuals.
- Is aware that own actions reflect on employing organisation, and interacts with others (e.g. team members, patients/clients, community) accordingly.
- Is enthusiastic and committed to working in a team environment.
- Communicates clearly and openly.
- Is receptive to learning about the principles of the Treaty of Waitangi.
Is receptive to Maori issues.
- Understands the need for confidentiality, and is prepared to keep information (e.g. about clients and/or staff) confidential.

Excellence Focus:

- Sets specific goals and targets for themselves.
- Works efficiently through good personal work habits.
- Open to feedback about own strengths and weaknesses, and suggestions for improvement.
- Able to modify priorities as circumstances change.
- Confident in their own abilities. Comfortable taking on unfamiliar tasks.
- Able to cope with work pressure and stress (e.g. deadlines, challenging workloads).

Problem-Solving:

- Able to see more than one aspect of a situation, remaining objective and dealing with the facts.
- Uses common sense and past experiences to identify and solve problems. Learns from experience.
- Able to apply guidelines and policy to common or routine situations.
- Considers the wider implications of their actions and decisions. Balances taking a short and medium-term perspective.

Technical Expertise:

- May have had related previous experience working with children in a paid or unpaid work role, (e.g. Nurse Aide, Enrolled Nurse, Chairside Assistant).
- May have had related clerical support experience (e.g. reception).
- May have worked with children.
- Current drivers licence as required to drive mobile dental examination unit.

Date Effective:

Manager's Signature:

Employee's signature:
