

# Position Description | Te whakaturanga ō mahi

## Health New Zealand | Te Whatu Ora

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*

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| <b>Title</b>      | Dental Therapist /Oral Health Therapist                                                                     |
| <b>Reports to</b> | Clinical Team Leader                                                                                        |
| <b>Location</b>   | Places throughout the Wellington region that have been designated by Capital Coast and Hutt Valley HealthNZ |
| <b>Department</b> | Community Dental Service                                                                                    |

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| <b>Date</b>                                 | 16-07-2026                   |  |  |  |
| <b>Salary band (indicative)<sup>i</sup></b> | \$79,014 - \$110,290 approx. |  |  |  |
| <b>Children's Worker role<sup>ii</sup></b>  | Yes                          |  |  |  |

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

### About the role

The primary purpose of the role is to:

| Key Result Area                                                                                                        | Expected Outcomes / Performance Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Provides patients with dental care, which meets their needs using up-to-date professional knowledge and skills.</b> | <ul style="list-style-type: none"> <li>Complies with clinical protocols in order to provide quality patient care and clinical safety.</li> <li>Inform patients about the dental care to be provided, so the patient understands the care provided and how it will affect them. Liaises with the patient's family if the patient is not old enough to understand the care provided.</li> <li>Works with the Dental Therapy Assistant to ensure that current clinical standards and procedures are met and maintained, and that protocols are adhered to.</li> <li>Cultural values and anxieties of the patient and their family/whanau are taken into consideration at all times.</li> </ul> |

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|                                                                                                                              | <ul style="list-style-type: none"> <li>Dental records accurately reflect the oral health status of the patient, and clearly set out the care plan, treatment provided and advice given to the patient.</li> </ul>                                                                                                                                                                                                                                                                                                                        |
| <b>Interacts effectively with patients, parents, caregivers, school staff, health professionals and the wider community.</b> | <ul style="list-style-type: none"> <li>Communication, both verbal and written is effective.</li> <li>Good public image and relations are developed and maintained.</li> <li>A professional manner and appearance is maintained at all times.</li> <li>Establish and maintain effective and harmonious working relationships with the Dental Therapy Assistant, Health NZ staff, school staff and patients.</li> <li>Conflicts between patient's needs and resources are brought to the attention of the Clinical Team Leader.</li> </ul> |
| <b>Maintains confidentiality</b>                                                                                             | <ul style="list-style-type: none"> <li>Adheres to relevant legislation e.g. Privacy Act, ensuring client confidentiality is maintained at all times, which includes insuring other staff members comply with legislation.</li> </ul>                                                                                                                                                                                                                                                                                                     |
| <b>Excellent Focus</b>                                                                                                       | <ul style="list-style-type: none"> <li>Is motivated to achieve goals and objectives and sets challenging goals and targets for themselves</li> <li>Works to improve own efficiency, and monitors own performance to identify areas for improvement</li> <li>Has a sound level of insight into own strengths and weaknesses, and is committed to addressing areas of weakness</li> <li>Adapts easily to changes at work</li> <li>Proactively manages conflicting demands on time</li> </ul>                                               |
| <b>Ensures the standards for infection control are maintained</b>                                                            | <ul style="list-style-type: none"> <li>Standards required by Health NZ Infection Control Policy and NZDA Infection Control Guidelines are met.</li> <li>Provides training &amp; support for the Dental Therapy Assistant to achieve and maintain Infection Control Standards.</li> <li>Monitor commercial cleaning standards within the clinic, and report any breaches of standard to Clinical Team Leader.</li> </ul>                                                                                                                  |
| <b>. Key Result Area</b>                                                                                                     | <b>Expected Outcomes / Performance Indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Access and Outcomes</b>                                                                                                   | <ul style="list-style-type: none"> <li>Supports efforts to improve access to services and achieve better outcomes for the communities we serve.</li> <li>Uses evidence and insights to identify barriers and opportunities for improvement.</li> <li>Contributes to inclusive, responsive, and effective service delivery.</li> </ul>                                                                                                                                                                                                    |
| <b>Te Tiriti o Waitangi</b>                                                                                                  | <ul style="list-style-type: none"> <li>Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way.</li> <li>Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders.</li> <li>Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.</li> </ul>                                                                                      |

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| <b>Health &amp; safety</b> | <ul style="list-style-type: none"> <li>Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives.</li> <li>Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes.</li> <li>Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.</li> </ul> |
| <b>Compliance and Risk</b> | <ul style="list-style-type: none"> <li>Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place.</li> <li>Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit.</li> <li>Understands, and operates within, the financial &amp; operational delegations of their role, ensuring peers and team members are also similarly aware.</li> </ul>                                                                                                                                              |

### Matters which must be referred to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

### Relationships

| <b>External</b>                                                                                                                                               | <b>Internal</b>                                                                                                                                                                                                     |
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| <ul style="list-style-type: none"> <li>[Patients and family/whanau of the Service</li> <li>School staff and Principals</li> <li>i Private Dentists</li> </ul> | <ul style="list-style-type: none"> <li>Clinical Director</li> <li>Service Manager</li> <li>Community Dentist</li> <li>Project Coordinator</li> <li>Early Intervention Team</li> <li>Administration staff</li> </ul> |

### About you – to succeed in this role

#### You will have

#### Essential:

- Bachelor Oral Health (BOH)
- Bachelor of Health Science
- Dental Therapy Degree/Diploma
- Current Annual Practicing certificate and registered or qualifies for registration with Dental Council New Zealand
- Current New Zealand Drivers licence

#### You will be able to

#### Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.

- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

**Desired:**

- [Has a level of clinical understanding that is suited to their stage of professional development (e.g. new graduate/senior experienced therapist)]
- Demonstrates the ability to coach, mentor and teach others (desirable for experienced therapists)]

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<sup>i</sup> Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

<sup>ii</sup> The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.