

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.

Title	Dental Therapy Assistant
Reports to	Clinical Team Leader
Location	Places throughout the Wellington region that have been designated by Capital Coast and Hutt Valley NZ Health
Department	Community Dental Service
Date	15/07/2026
Salary band (indicative)ⁱ	\$72074 - \$82785
Children's Worker roleⁱⁱ	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:

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 Result Area	Expected Outcomes / Performance Indicators
To provide clinical support	- 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 provide administrative support	- Issue forms to patients. - Charting, as dictated by Dental Therapists. - 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 • 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.
To maintain hub in clean and tidy condition	• Clean basins, benches and toilet daily; sweep floor daily. • Dispose of clinic waste daily. • Wash surgery floors, • Keep clinic clean and tidy, ensuring that the clinic presents a professional image at all times.
Health and Safety	• 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
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Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • 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. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.

Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.
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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.
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Relationships

External	Internal
Patients and family/whanau of the Service • School staff • Private Dentists	• Clinical Team Leader • Hub Administrator • 0800 Team • Early Intervention Team • Service Manager • Hutt Dental Unit • Public Health Nurses • Clinical and Support Services

About you – to succeed in this role

You will have

Essential:

- Current Drivers Licence
- Effective Communication Skills
- Interpersonal Skills
- Sound knowledge of Microsoft packages

Desired:

- Dental Assistant Certificate
- Previous Dental or Health Care experience.
- Experience working with children.
- Knowledge of Infection Prevention Control

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.
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ⁱ 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.

ⁱⁱ 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.