The University of Queensland

Aboriginal and Torres Strait Islander Dental Assistant Traineeship
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The University of Queensland (UQ) School of Dentistry has partnered with Goondir Health Services to operate a 4 chair dental clinic in St George, Qld.

UQ is currently seeking applications from Aboriginal and Torres Strait Islander peoples for our Dental Assistant Traineeship Program at St George.

What is the Traineeship Program?

The Traineeship Program is a 12 month development program that offers successful candidates an opportunity to complete a Certificate III in Dental Assisting and undertake on-the-job training in order to become a qualified Dental Assistant.

The successful candidate will be employed on a 12 month full-time fixed-term contract at a HEW 1 Level salary of $51,067.67 per annum.

The Dental Assistant Traineeship Program offers:

• a nationally accredited, Certificate III level qualification;
• competitive salary;
• fantastic professional development opportunities;
• the possibility of future employment in a culturally inclusive workplace;
• supportive and flexible working arrangements; and
• internal cultural support.

The trainee will be supported in the workplace by a supervisor and will also have access to UQ’s Aboriginal and Torres Strait Islander Staff Network.

The successful completion of UQ’s Dental Assisting Traineeship may result in future employment at UQ.

Who are we looking for?

We are seeking motivated Aboriginal and/or Torres Strait Islander peoples who are looking for an opportunity to achieve a Certificate III level qualification while also gaining experience working in a vibrant university dental clinic.

Ideally you should be looking to expand your existing knowledge and acquire new skills in the areas of dental assisting, organisation/scheduling, time management, general administrative duties, computing skills and working within a team.
Working at the University of Queensland

The University of Queensland (UQ) employs more than 6,600, academic and professional staff. UQ is a great place to work and is a culturally inclusive space for staff and students, where diversity is valued. The University of Queensland (UQ) acknowledges and respects Aboriginal and Torres Strait Islander peoples as First Australians. We value and celebrate the uniqueness of knowledges, cultures, histories and languages that have been created and shared for at least 65,000 years. Our vision is to build a strong sense of belonging in an inclusive UQ that works respectfully with Aboriginal and Torres Strait Islander students, staff and communities in teaching, learning, research and collaboration – embracing and enhancing the best of our nation’s and the world’s diversity.

UQ is committed to Aboriginal and Torres Strait Islander peoples’ learning, discovery and engagement. The University’s Strategic Plan outlines strategies aimed at increasing opportunities for Aboriginal and Torres Strait Islander peoples, which are supported through the development of a Reconciliation Action Plan and Aboriginal and Torres Strait Islander Employment Strategy.

The UQ Strategic Plan commits to:

- strive for the personal and professional success of our Aboriginal and Torres Strait Islander students, staff and alumni;
- positively influence society through knowledge;
- support and develop inspirational leadership; and
- advance ideas that benefit the wider community.

UQ provides staff with a beautiful working location and welcoming campus culture. Working at UQ will provide you with a range of benefits including:

- flexible working culture, with access to a range of flexible working arrangements;
- cultural leave for Aboriginal and Torres Strait Islander staff;
- health and wellbeing initiatives; and
- opportunities to connect with networks, such as the UQ Ally Network.

More information about life at UQ including staff benefits, relocation and UQ campuses is available on the University’s working at UQ website.
Duty Statement

The trainee position is a development role that is designed to enable the trainee to complete study and on-the-job training in order to become a qualified Dental Assistant.

The trainee will be employed in a structured on-the-job training role, with duties that may include reception and patient enquiries and bookings, assist students with dental treatments and procedures, prepare and clean-up instruments and equipment before and after treatments, assist with collection, labelling and dispatch of study models, specimens and dental work to laboratories, washing, sterilisation, disinfection and storage of dental instruments and equipment.

It is a requirement of this position that the incumbent enrol and participate in the Certificate III in Dental Assisting course. The appointment is contingent upon continual participation in this course and any other mandated development workshops in the University’s Aboriginal and Torres Strait Islander Traineeship Program.

Duties and Responsibilities

Duties and responsibilities include, but are not limited to:

Clinical Care
  • Receive and prepare patients for treatment under the supervision of the Senior Clinical Coordinator.
  • Assist staff and students in dental treatments and procedures and inform patients of further treatment and courses of care.
  • Prepare and clean-up instruments and equipment before and after treatments.
  • Ensure that all treatment of patients occurs in accordance with the relevant Infection Control policies and within School, University, Industry and Legislative requirements.
  • Assist with collection, labelling and dispatch of study models, specimens and dental work to laboratories, responding to enquiries and receiving deliveries when required.
  • Washing, sterilisation, disinfection and storage of dental instruments and equipment.

Clinical Operations
  • Work collaboratively under the direction of the Senior Clinical Coordinator to ensure optimal patient treatment, an effective teaching environment and smooth running of the clinic.
  • Undertake general cleaning of surfaces and equipment to ensure a high standard of cleanliness.
  • Ensure safe disposal of hazardous or toxic waste material.
  • Maintain accurate and tidy clinic records as required.
  • Adhere to the School’s standards in regards to personal presentation, ensuring a professional manner and appearance.
  • Other tasks as directed by supervisor.
Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct.
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School.
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University.

Reporting Relationship

The Aboriginal and Torres Strait Islander Dental Trainee will report to Senior Clinical Coordinator.
Selection Criteria

This role is an identified position and the occupant must be of Aboriginal and/or Torres Strait Islander descent under section 25 and 105 of the Queensland Anti-Discrimination Act 1991.

Essential
- An ability to demonstrate a positive attitude and willingness to learn while working towards goals.
- Demonstrated ability to produce basic written and oral communication.
- Basic skills in the use of computer software packages for word processing, email, spreadsheets, or the demonstrated ability to rapidly acquire such skills.
- Ability to demonstrate some organisational skills, including attention to detail and the ability to prioritise and manage workload.
- The ability to work cooperatively with others as part of a team.
- Demonstrated ability to maintain confidentiality.

Desirable
- Completion of Year 10 or equivalent secondary qualification; and
- Some experience in a business or office environment would be well regarded.

Conditions of Employment
- Applicants must possess a Blue Card, or have the ability to obtain one.
- Appointees must not seek to take periods of leave during teaching semesters. Urgent and necessary leave during this time is assessed and approved on a case-by-case basis.
- It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University’s Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.
How to apply?

Applications for this role must be submitted via our UQJobs portal website by the job closing deadline. Your application will need to include:

- Cover letter addressing the Selection Criteria; and
- Resume.

The Traineeship Program will commence in early 2020.

Questions?

To discuss this role please contact Sarah Dahl on (07) 3365 8074 or at s.dahl@uq.edu.au.

If you have any technical or process related questions regarding how to apply please contact recruitment@uq.edu.au.
The Jacaranda tree is a significant representation of UQ and the tree of life and sharing of knowledge.