

Position Title	Dental Clinic Assistant
Classification	Level 3 (Dual Classification)
School/Division	Dental School
Centre/Section	Oral Health Centre of WA (OHCWA)
Supervisor Title	Supervisor, Dental Clinic Assistants
Supervisor Position Number	FSR 305883, 302779, 305884, 303194, 301962, 305612
Position Number	FSR 308678, 307728, 309620, 305640, 308025, 305595

Your work area

The Oral Health Centre is part of the School of Dentistry delivering specialist treatment to eligible patients from the Department of Health and providing suitable patients to the dental student's programme.

Reporting structure

Reports to: Supervisor, Dental Clinic Assistants

Your role

The Oral Health Centre of Western Australia is a collaborative Centre and the primary focus for oral health education, research and specialist care delivery in Western Australia. The Centre will treat approximately 14,000 patients per annum and deliver several clinical and technical training programmes. At Level 4 the DCA will be assigned some leadership and coordination roles in their work area by their supervisor and would be an initial point of reference for Training DCA's and Level 3 DCA's seeking advice and assistance with work situations. Level 4 DCA's will be able to train small groups and take a role of leadership or supervision in a student area. Supporting student clinicians and OHCWA clinical staff, the Dental Clinic Assistant will report to the Supervisor (Dental Clinic Assistants) and will undertake the following duties.

Your key responsibilities

Provide clinical assistance for dental students and OHCWA clinical staff treating patients.

Conduct infection control procedures, in accordance with OHCWA requirements.

Conduct reception, accounting and clinical administrative duties as required in relation to interactions with patients.

Assist students and clinical staff with dental health education as directed.

Ensure equipment, furniture and fittings in the clinic are maintained in good order and hygienic condition and report any maintenance needs to the Supervisor (Dental Clinic Assistants).

Maintain the ordering and keeping of expendable and non-expendable stores, reporting requirements to the Supervisor (Dental Clinic Assistants)

Other duties as required.

Your specific work capabilities (selection criteria)

The completion of at least three years secondary education or equivalent
Certificate IV in Dental Clinic Assisting or equivalent
Knowledge of dental assisting procedures and practices
Sound communication and interpersonal skills
Sound organisational ability and time management skills
Demonstrated commitment to and awareness of cross-cultural issues
Experience in a dental and/or medical clerical/reception
Experience in dental assistance in a public dental and/or teaching facility

Special requirements (selection criteria)

Current First Aid Certificate

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health, and wellbeing safety.uwa.edu.au/

Position Title	Dental Clinic Assistant
Classification	Level 4 (Dual Classification)
School/Division	Dental School
Centre/Section	Oral Health Centre of WA (OHCWA)
Supervisor Title	Supervisor, Dental Clinic Assistants
Supervisor Position Number	FSR 305883, 302779, 305884, 303194, 301962, 305612
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Your key responsibilities

Provide experienced clinical assistance for dental students and OHCWA clinical staff treating patients

Maintains infection control procedures, in accordance with OHCWA requirements

Conduct reception, accounting and clinical administrative duties as required in relation to interactions with patients

Assists with radiography, including maintenance of solutions, and processing, mounting, labelling and filing of radiographs, using electronic and manual based systems

Input and maintain information in Patient Management System as required

Assist students and clinical staff with dental health education as directed

Ensure equipment, furniture and fittings in the clinic are maintained in good order and hygienic condition and report any maintenance needs to the Supervisor (Dental Clinic Assistants)

Monitor and maintain the ordering and keeping of expendable and non- expendable stores, reporting requirements to the Supervisor DCA

Arrange, issue, receipt and distribution of laboratory work as necessary

Assist the Supervisor in the administration of the clinic, including the provision of assistance, counselling and direction to DCA's

Conducts orientation programs and limited training for new staff

Maintains staff knowledge of and compliance with clinical procedures, including emergency procedures, patient records etc.

Other duties as required.

Your specific work capabilities (selection criteria)

The completion of at least three years secondary education or equivalent

Certificate IV in Dental Clinic Assisting or equivalent

A comprehensive knowledge of dental assisting procedures and practices in multiple settings

Well developed communication and interpersonal skills

Ability to train and supervise staff and students

Well developed organisational skills and ability to prioritise work and good time management skills

Demonstrated commitment to and awareness of cross-cultural issues

Substantial experience in a dental and/or medical clerical/reception

Substantial experience in dental assistance in a public dental and/or teaching facility

Special requirements (selection criteria)

Current First Aid Certificate

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