

# WORKING TOGETHER FOR BETTER ORAL HEALTH



**Title:** Lead Regional Dental Assistant  
**Reporting To:** Smile Squad Regional Coordinator  
**Business Unit:** School Dental Program  
**Classification Level:** Grade 2 – 3

## **Position Purpose:**

The Lead Regional Dentist Assistant reports to the Smile Squad Regional Coordinator in the COO Portfolio at Dental Health Services Victoria. You will be responsible for providing clinical services, coordinating operational activities and student clinical placements for the Victorian School Dental Program – Smile Squad. You will be required to travel to/within a region in Victoria on a regular basis, the regions include Metropolitan Melbourne, Western, Northern and Eastern regions of Victoria.

## **Role and Responsibilities:**

The Lead Regional Dental Assistants will:

- work closely with community dental agency Smile Squad staff to assist them to deliver Smile Squad services at schools in their region or within their fixed clinic
- support student clinical placements in Smile Squad and provide oral health education and promotion to students
- The role works collaboratively with the School Dental Program team with shared accountability for facilitating improved oral health outcomes and enhanced experience for clients and consumers whilst utilising the principles and practices of value-based health care.
- Regular travel and overnight stays within the designated region will be required. Occasional travel to other regions may also be required. All travel costs are covered by DHSV.

# WORKING TOGETHER FOR BETTER ORAL HEALTH



## Responsibilities:

Reports directly	Smile Squad Regional Coordinator
Collaborates	<ul style="list-style-type: none"> <li>• Director of School Dental Program</li> <li>• Directors of Oral Health Relationships</li> <li>• Agency Relationship Team</li> <li>• School Dental Program team</li> <li>• Chief Oral Health Officer (COHO) team</li> </ul>
Direct Reports	Nil
Stakeholders	<ul style="list-style-type: none"> <li>• Community Dental Agencies</li> <li>• Schools</li> <li>• Universities</li> </ul>

## Role Accountabilities:

### Role Specific

- Support clinicians in the provision of clinical services to students in Victorian government schools, or community dental agency fixed clinics, as part of the Smile Squad program
- Provide assistance to Bachelor of Oral Health and dental students during clinical placements in Smile Squad
- Support onboarding and learning and development interventions for Dental Assistants in agencies for Smile Squad
- Establish and foster strong networks and working relationships with key internal and external stakeholders, especially Community Dental Agencies and schools.
- In collaboration with the Lead Regional Oral Health Therapist / Dental Therapist, review the operations of the team to ensure Smile Squad services are provided in an

# WORKING TOGETHER FOR BETTER ORAL HEALTH



efficient and coordinated way

- Facilitate and maintain effective communication channels and relationships between the school dental program team and community dental agencies
- Promote the utilisation of quality management activities in all areas of responsibility
- Manage stock (consumables etc.) for service delivery
- Complete school site assessments where required.

## Generic:

- Actively contribute to the implementation and continuous improvement of quality assurance programs, workplace health and safety, infection control procedures, quality and service delivery outcomes and personal professional development, including contribution and support of external accreditation process.
- Commitment to continuing personal and professional development in accordance with organisational policies and procedures
- Demonstrate and promote a proactive commitment to health and safety, wellbeing, and the environment by actively participating in the ongoing identification and prevention of risks
- Maintain patient privacy and confidentiality in accordance with organisational procedures and policies.
- Participate in performance review and development planning 'myDevelopment' ensuring all goals are signed off and reviewed
- Model behaviours that demonstrate the Victorian Public Sector and DHSV values in all aspects of work

# WORKING TOGETHER FOR BETTER ORAL HEALTH



## Role Requirements:

- Knowledge:
- Certificate III in Dental Assisting or Certificate IV in Dental Assisting (or working towards)
- Victorian Working with Children check
- Broad clinical knowledge as a Dental Assistant
- Strong knowledge of patient care processes and techniques
- Infection control knowledge
- Oral health terminology knowledge
- Understanding of school dental programs and child oral health
- Understand the principles of population health and how they apply to public oral health in Victoria

### Desirable:

- Knowledge of the Titanium patient management system
- Proficient in MS Office
- Strong knowledge of safety and compliance guidelines within a health setting

### Experience:

- Excellent oral, written and interpersonal communication skills
- Experience in following infection control guidelines within an acute care setting
- Experience in building and maintaining strong stakeholder relationships
- Experience in leading change/process improvement initiatives
- Experience in health promotion and oral health education
- Experience working with oral health/dental students
- Strong experience in supporting peers in achieving targets and meeting key performance and behavioural indicators
- Experience working with people from culturally diverse backgrounds
- Current Driver's License
- Victorian Working with Children Check

### Desirable:

- Experience in using a patient management system (Titanium)
- Experience in a public health sector environment
- Experience in community/customer engagement and co-design practice

# WORKING TOGETHER FOR BETTER ORAL HEALTH



- Knowledge of DHSV and public oral health
- Understanding of the principles of value-based health care
- Understand the principles of population health and how they apply to public oral health in Victoria

## Other Duties

Other reasonable duties as requested from time to time, completed effectively, within the given time frame

## Behavioural competencies

- Adaptability
- Building Trust
- Collaboration
- Contributing to team success
- Customer focused
- Decision Making
- Quality Orientation / initiating action
- Managing work