



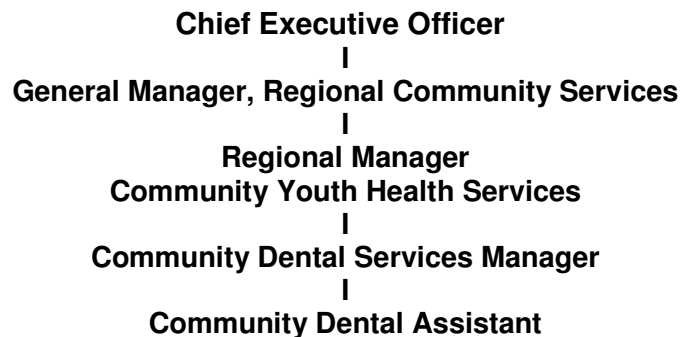
**BAY OF PLENTY**  
DISTRICT HEALTH BOARD  
HAUORA A TOI

## **Position Description**

### **DENTAL ASSISTANT COMMUNITY DENTAL SERVICE**

**Position No:** 19910-094  
**Report To:** Manager  
Community Dental Service

#### **Organisational Chart:**



**Liase with:** Principal Dental Officer  
Community Dental Therapist Team  
Community Dental Administration Support Personnel  
Regional Dental Providers  
Oral Health Promoter  
Parents  
Clients of the Service  
School Staff  
Pre-school and Kohanga Reo Staff  
Community Child Youth Health Service Team

#### **Main Purpose:**

To assist the Dental Therapist in the efficient and effective day to day management of the clinic and patient group.

Principal Accountabilities	Performance Measures
<p><b>To provide a high level of administrative support to the Dental Therapist.</b></p>	<ul style="list-style-type: none"> <li>• To provide administrative and reception services for the maintenance of the filing and records systems, and recording of data for statistical returns.</li> <li>• To manage and organize appointments for patients.</li> <li>• To monitor and assist with stores requisitions.</li> <li>• Demonstrate a pleasant, accepting and helpful attitude in his/her interactions with clients and staff.</li> </ul>
<p><b>Provide chair-side support to the Dental Therapist</b></p>	<ul style="list-style-type: none"> <li>• To provide chair-side assistance before, during and after dental operating procedures where practicable.</li> <li>• To maintain prevention of cross infection practices and ensure clinical presentation standards. (eg) operating site set up, cleaning, disinfection and sterilization.</li> <li>• To mount radiographs, as required.</li> <li>• To be involved where appropriate in oral health preventive programs.</li> </ul>
<p><b>Utilise information management systems effectively.</b></p>	<ul style="list-style-type: none"> <li>• Utilise information management systems to develop and maintain accurate information resources and co-operate with the Manager, School Dental Service, to provide data as requested.</li> <li>• Record patient information under the direction of the Dental Therapist.</li> </ul>
<p><b>Ensure the provision of a safe, clean environment for patients, staff and visitors.</b></p>	<ul style="list-style-type: none"> <li>• Observe and practice safe work methods using safety equipment where it is provided, and report unsafe working conditions or equipment to the Dental Therapist as appropriate.</li> <li>• Report all incidents and accidents promptly, according to Bay of Plenty District Health Board's Health and safety policies.</li> <li>• Maintain clean work spaces during the day.</li> <li>• Ensure responsible use and storage of consumables.</li> </ul>
<p><b>Participate in Quality Assurance programs</b></p>	<ul style="list-style-type: none"> <li>• Work and actively participate in Bay of Plenty District Health Board's Quality Improvement program, providing a vehicle and focus for continuing quality enhancement and excellence in practice and undertake quality assurance audits as required by Manager.</li> </ul>

<p><b>Participate in professional development.</b></p>	<ul style="list-style-type: none"> <li>• To attend appropriate seminars and in-services as required</li> <li>• Possess current NZDA or equivalent qualification as Dental Assistant or undertake to attain them at the earliest opportunity following appointment.</li> </ul>
<p><b>Perform such other duties as may be reasonably required by the Manager, School Dental Service.</b></p>	<ul style="list-style-type: none"> <li>• Carry out other duties as directed by the Manager, Community Dental Service in an efficient and productive manner.</li> <li>• Undertake work overflow from other clinics as requested by the Manager</li> <li>• Demonstrate individual responsibility and maintain accountability for own work practice.</li> <li>• Pro-actively participate in team environment.</li> </ul>
<p><b>To demonstrate principals of good performance management.</b></p>	<ul style="list-style-type: none"> <li>• Participates in Annual Performance Management and Appraisal with Service Management Team.</li> </ul>

## **The Person**

### **Essential**

- Hold current or work towards a recognized Certificate in Dental Assisting as soon as practical following appointment.
- Hold a current Driver's Licence – without restrictions
- Cultural awareness and understanding of the implications of the Treaty of Waitangi
- Problem solving.
- Strong interpersonal ability.
- Effective written and verbal communication skills.
- Conflict management skills.
- Good organization and time management skills.
- Rapport with children and young people.
- A commitment to the delivery of quality health services.

### **Desirable**

- Current NZDA Dental Assistant or equivalent qualification.
- Recent experience within School or Community Dental Service.

### **Relevant Experience**

- Dental environment experience

### **Personal Attributes**

- Commitment towards ongoing education and professional development
- Patient focus
- Team focus
- Sense of humour
- Flexibility to work in a variety of settings