**Role Description**

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| **Job ad reference** | MI563791 | **Closing date** | Sunday 11 August 2024 *Candidates will be assessed throughout the advertising process* |
| **Role title** | Travelling Dental Assistant | **Classification** | CA3 |
| **Status** | Permanent full time three positions available | **Salary** | $66,478 - $69,885 p.a. + Travel Allowance |
| **Unit/Branch** | Oral Health Services | **Contact name** | Jaime Ford |
| **Division/Hospital** | North West Hospital and  Health Service (NWHHS) | **Contact number** | 07 4744 7155 ***\*\*\**Please note: contact will be via a private number*\*\*\**** |
| **Location** | Mount Isa  ***This role requires employee to work across other locations within the NWHHS.*** | | |

**Your opportunity**

* Based in Mt Isa and travel to rural and remote locations to provide Dental services alongside a small team
* Actively engage with the Northwest community and schools to educate and promote Oral Hygiene to all ages.
* Provide a high level of clinical, cross-infection and administrative assistance to Oral Health Clinicians in the provision of high-quality oral health services.
* To be part of a team that actively contributes to patient safety by following policies, procedures and protocols of the North West Hospital and Health Service.
* To excel in patient safety by active contribution to a framework of sound clinical governance.

**Your role**

* Providing high quality chair-side dental assisting under the direction of an oral health clinician (Dentist, Oral Health Therapist, Dental Students and Dental Prosthetist) in all areas of general dental practice.
* Preform sterilisation and cross-infection control duties in accordance with Queensland Health policy and procedures.
* Performance of general administrative and reception duties including, but not limited to, addressing enquiries, scheduling appointments, patient records management, computer data entry.
* Travel as part of a dental team to provide oral health services in remote communities within the North West Hospital and Health Service.
* Performance of general cleaning and organisational duties as required.
* Ability to work reasonable overtime hours on a regular basis.
* Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, workplace health and safety and ethical behaviour.
* Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
* Effectively engage with people and communities from Aboriginal and Torres Strait Islander and cultural and linguistically diverse backgrounds.
* Deliver culturally responsive and safe care in line with the *Queensland Health Aboriginal and Torres Strait Islander Cultural Capability Framework 2010-2033* and *Queensland Health Workforce Diversity and Inclusion Strategy 2017-2022.*

**Your employer – North West Hospital and Health Service**

The North West Hospital and Health Services (NWHHS) is responsible for the public sector health services in the North West region. The NWHHS covers an area of approximately 300,000 square kilometres and services many of the remote communities within North Western Queensland and the Gulf of Carpentaria.

The Health Service is responsible for the promotion and wellbeing of people within the service area and ensuring that health services are of a high quality, accessible to all and effective.

Other NWHHS Centres are:

| **Hospitals:** | **Primary Health Facilities:** | **Community Services:** | **Multipurpose Health Service:** |
| --- | --- | --- | --- |
| Doomadgee | Burketown | Cloncurry | Cloncurry |
| Mornington Island | Camooweal | Doomadgee | McKinlay Shire |
| Mount Isa | Dajarra | McKinlay Clinic |  |
| Normanton  Normanton | Karumba | Mornington Island |  |
|  |  | Mount Isa |  |
|  |  | Normanton |  |
|  |  |  |  |

**North West Hospital and Health Service Vision and Values**

The North West Hospital and Health Service is responsible for providing high quality hospital and healthcare to the communities of North West Queensland.  We embrace the need for change and make it work efficiently for the people of our region and our staff.  The efficient delivery of our core hospital and health business services is guided by the North West Hospital and Health Service mission:

*To be Queensland’s leading Hospital and Health Service delivering excellence in remote healthcare to our patients.*

Our Values:

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| --- | --- | --- | --- | --- | --- |
| **Innovation** | **Respect** | **Engagement** | **Accountability** | **Caring** | **Honesty** |
| We make things happen | We listen and learn from each other | We work together to involve our communities | We own our actions and behaviours | We treat people with kindness and look after each other | We are true to ourselves and others |

**Mandatory qualifications/Professional registration/Other requirements**

* Certificate III in Dental Assisting or equivalent is mandatory for recruitment to a CA3 Dental Assistant position.   
  **A 10% Recruitment Incentive may be applied for suitable applicants.**
* Potential applicants are advised that the *Commission for Children and Young People and Child Guardian Act 2000* requires Queensland Health to seek a ‘working with children check; from the Commission for Children and Young People and Child Guardian prior to appointment to this position.
* Licence to Operate Vehicle: This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required.
* It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](https://www.health.qld.gov.au/__data/assets/pdf_file/0009/150120/hed-0116.pdf)):
  + Measles, Mumps, Rubella (MMR)
  + Varicella (chicken pox)
  + Pertussis (whooping cough)
  + Hepatitis B
  + Tuberculosis: All new employees, including agency nurses and doctors, appointed to roles at a Queensland Health facility that may be at high risk of exposure to drug-resistant cases of tuberculosis must be assessed for their risk of Tuberculosis (TB) using the relevant TB risk assessment process.
* Your offer of appointment to this role is therefore conditional upon satisfactory documentary evidence of required vaccinations/immunity being provided prior to commencement and your consent and agreement to maintain vaccination/immunity as required by Queensland Health HR policies and Health Employment Directives.

**How you will be assessed?**

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under ‘Your Role’, the ideal applicant will be someone who can demonstrate the following:

* Demonstrated high level of ability in the provision of clinical chair-side dental assistance in all procedures, basic administration duties and sterilisation.
* Demonstrated ability in working with patients from different cultural backgrounds and age groups.
* Exceptional communication and interpersonal skills including the ability to liaise and consult with all levels of staff and patients and to deal with sensitive and confidential matters appropriately.
* Demonstrated ability to work both independently and as a member of a team.
* Excellent time management and organisational skills.
* Ability to work under direction and pay attention to detail.

**Your application**

Please provide the following information to the panel to assess your suitability:

* Your current CV or resume, including the names and contact details of 2 referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor
* A short response (maximum 2 pages) on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account the key responsibilities and key attributes of the position.

**Additional Information**

* Applications will remain current for 12 months.
* Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
* Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt.
* Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
* All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
* Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <http://www.psc.qld.gov.au/library/document/policy/lobbyist-disclosure-policy.pdf>
* Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers’ Compensation and Rehabilitation Act 2003* (<http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003>).
* In accordance with Government requirements and Queensland Health’s commitment to a healthier workplace the Queensland Health Smoking Management Policy supports a smoke-free environment. Smoking is prohibited at all Queensland public hospitals and health facilities and for five (5) metres beyond their boundaries. Queensland Health employees may obtain assistance to quit smoking through staff program *Quit Smoking for Life* program.

Information is available at [Quit smoking for life!](https://qheps.health.qld.gov.au/smoke-free/quitsmoking)

**ORGANISATIONAL CHART:***Oral Health Services NWHHS*