

Dental Assistant Trainee

Our Destination 2030: Great Care for Central Queenslanders strategy will shape the future of healthcare across our region and support our aim for Central Queenslanders to be amongst the healthiest in the world. Great staff working in great teams with a culture of supporting and investing in our people's future. Find out more visit online

www.health.qld.gov.au/cq/destination-2030

Great People, Great Place to Work



Role Details

Role Title	Dental Assistant Trainee	Classification	CA2
Status	Fixed Term Temporary Full Time (12 Months)	Salary	\$30.66 - \$32.95 p.h.
Unit/Facility	Oral Health Services	Total Package	Up to \$74,552 p.a.
Location	Gladstone	Contact	Tonita Geritz (07) 4962 1446
Job Ad Reference	GL4G576012	Closing Date	Thursday, 25 July 2024
Note	Under s25 of the <i>Anti-Discrimination Act 1991</i> , there is a genuine occupational requirement for the incumbent to be Indigenous to the Aboriginal or Torres Strait Islander Community.		

*Please note: there may be a requirement to work at other facilities located across Central Queensland Hospital and Health Service (CQHHS).

Oral Health Services

We provide a range of free dental services to eligible people living in Central Queensland. We provide services for adults in community dental clinics and children in mobile dental vans or school clinics.

The Opportunity

Assist in the provision of general practitioner services within the delivery system for oral health care to eligible clients through Health Service Facilities; it may involve traveling to several other facilities located across the Central Queensland Hospital and Health Service and may incur overnight stays.

Total Package

- 12.75% employer superannuation contribution
- Annual leave loading 17.5%
- Salary packaging
- Work/life balance, variety, and flexibility
- Employee Assistance Program

CQ Health
Living our values

Care	We are attentive to individual needs and circumstance	Integrity	We are consistently true, act diligently and lead by example
Respect	We will behave with courtesy, dignity and fairness in all we do	Commitment	We will always do the best we can all of the time

The Role

- Develop a thorough working knowledge of Dental Assisting under the direction of the Principal Dental Assistant and other Oral Health staff.
- Maintain a record of training in the “training record book”.
- Participate in department Quality Assurance and Performance Planning and Review.
- Ensure equipment and surgery satisfies infection control standards.
- Provide assistance to Dentists and other Oral Health professionals.
- Maintain an up-to-date knowledge of policies procedures and trends relating to the provision of dental assisting.
- Undertake any training assessment as related in the training plan and internal education programs.
- Always observe requirements relating to confidentiality.
- Ensure patient safety and meet accreditation standards.
- Understand your broad responsibility for safety and quality in healthcare, actively participate in continuous quality and safety improvement activities within the workplace and notify a relevant clinical or non-clinical responsible officer when concerns exist about workplace or patient safety.

Mandatory Qualifications / Professional Registration / Other Requirements

- **Mandatory qualification/s:** Comply with conditions of the Traineeship Contract.
- Probationary period for the traineeship is 30 days as identified in the Queensland Training Information Service (QTIS).
- **Proof of identity documents:** Candidates must provide certified copies of requested proof of identity documents for the purposes of General Criminal History and National Police Certificate checks.
- **Proof of qualification:** Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
- **Working with Children Clearance:** Potential applicants are advised that the Working with Children (*Risk Management and Screening Act 2000*) requires Queensland Health to seek a “working with children check” from Queensland Blue Card Services. Queensland Health will facilitate the applicants obtaining the above check if required.
- **A Genuine Occupational Requirement:** Under *Section 25 of the Anti-Discrimination Act 1991 (Qld)*, it is a genuine occupational requirement for the incumbent to be Indigenous to the Aboriginal or Torres Strait Islander community.
- **Disclosure of Serious Disciplinary History:** Under the [Public Sector Act 2022](#), applicants are required to disclose any previous serious disciplinary action taken against them.
- **Shift work:** Appointees will be required to work all shifts in accordance with the unit roster.
- **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. Proof of this endorsement must be provided prior to the commencement of duty.
- **Travel:** Travel throughout the health service may be required as part of this position.
- **Vaccine Preventable Diseases:** 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](#):
 - Measles, Mumps, Rubella (MMR)
 - Varicella (chicken pox)
 - Pertussis (whooping cough)
 - Hepatitis B

- All new employees who will be working in clinical areas must be assessed for their risk of tuberculosis and screening undertaken if required.

Further vaccinations may be required due to risks for a role; examples include:

- Hepatitis A – Workers in regular contact with untreated sewerage
- Q Fever – Research or Laboratory staff regularly handling specimens
- Influenza

How you will be Assessed

You will be assessed on your ability to demonstrate the best fit for the role. Within the context of the responsibilities described under 'The Role', the ideal applicant will be someone who can demonstrate the following:

- Oral and written communication and ability to interact with staff and clients from diverse social and cultural backgrounds promoting a professional image.
- Ability to work as part of a team.
- Ability to meet deadlines and to work independently with limited supervision.
- Ability to maintain confidentiality.