

Position title	Dental Technician
Reports to	Oral Health Manager
Award agreement	Allied Health Professionals (Victorian Community Health Centres) (Multi-Employer) Enterprise Agreement 2022-2026
Classification	Dental Technician (Level dependent on skills and experience)

About Your Community Health

Your Community Health is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are located in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services.

More information is available at: www.yourch.org.au

Vision	Health and wellbeing for everyone
Purpose	We partner with people and communities to deliver health and wellbeing services and promote equity
Our organisational values	<p>Courage</p> <ul style="list-style-type: none"> • We are progressive • We are creative and resourceful • We challenge the status quo for the benefit of our communities <p>Empathy</p> <ul style="list-style-type: none"> • We are caring and inclusive • We celebrate and value diversity • We work collaboratively and respectfully <p>Integrity</p> <ul style="list-style-type: none"> • We are ethical, honest, reliable and fair • We listen and are accountable to our communities • We earn and build trust <p>Achievement</p> <ul style="list-style-type: none"> • We are outcomes-focused • We are adaptable and always learning • We continuously improve • We are creative and resourceful

Statement of Inclusivity

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQA+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

About the Oral Health Team

Sitting within the Primary Care Directorate, the Oral Health Team provides a comprehensive range of dental services and support programs to anyone, through a combination of outreach, client-based and centre-based activities. Our Oral Health Service operates across three sites (Northcote, Preston and East Reservoir) 6 days per week. As part of YourCH we are passionate and enthusiastic staff working towards our vision of a health and wellbeing for everyone and creating an environment that is inclusive and representative of the communities in which we serve.

Position Purpose

The Dental technician supports the provision of oral health services through the creation, modification and provision of dental laboratory services ensuring the standard of client care is maintained at the highest possible level commensurate with Your Community Health policy and available resources. The Dental Technician will work to their full scope of practice in accordance with the guidelines, policies and procedures defined by Your Community Health; and where applicable, legislation and/or funders.

Position responsibilities

The Dental Technician is responsible for the daily operations of the dental lab and oversight of all lab work and processing.

- Deliver on performance, service standard and service quality KPIs set.
- Maintain dental records and other laboratory documentation.
- Maintain and strengthen relationships with stakeholders utilising the laboratory service.
- Mentoring and supervise apprentice, student, and lesser experienced colleagues (where appropriate and in accordance with skills and experience).
- Works collaboratively as a member of the oral health team
- Undertake other duties as requested by the Oral Health Clinical Coordinator or Oral Health Manager.

Position requirements (qualifications, skills, knowledge and attributes)

Qualifications, Registrations and Licenses

- Diploma of Dental Technology (or equivalent)

Skills, knowledge and experience

- Knowledge and keen interest in digital technology in dentistry.
- Demonstrated ability to work to full scope of laboratory practice.
- Understanding of and commitment to community health and public oral health principles.
- Ability to meet the service targets set.
- A commitment to implement and develop public dental program models of care.
- Demonstrates effective communication and collaboration with relevant Stakeholders; that supports relationship building and the provision of high-quality services
- 5 or more years' experience as a Dental Technician (desirable)
- Experience in CAD-CAM dentistry and/or digital laboratory workflows including use of 3D printing and/or milling equipment (desirable)

Core Competencies

- **Knowledge & Technical Skills:**
 - Demonstrates competence in own discipline, field or trade and mastery of job content and responsibilities.
 - Demonstrates proactive problem solving and solution finding
 - Demonstrates technical attributes related to mastery of role
 - Proficient in the use of technology in dentistry and dental laboratory settings or willingness and aptitude to learn
 - Provide professional leadership to the development and implementation of continuing education, quality assurance and quality improvement initiatives.
- **Teamwork and stakeholder engagement:**
 - Actively seeks to work collaboratively with other members of the team. Fosters productive work relationships with other areas within and/or external to the Dental and Oral Health team.
 - Actively seeks to work collaboratively with internal and external stakeholders including but not limited to customers of the Dental Laboratory service.
 - Upholds the values of YourCH through engagement, promotion, and provision of service to stakeholders
- **Administrative and Time Management:**
 - Demonstrated ability to manage own and work functions time effectively
 - Demonstrated ability to develop, maintain and use reporting, cataloguing, invoicing, and record keeping systems effectively and efficiently.
 - Supports the provision of marketing and promotional campaigns and material relevant to the service and where appropriate other YourCH services.

Expected behaviours for all YourCH team members and volunteers

- Support the provision of services that are inclusive, safe and high quality
- Maintain staff, volunteer and client confidentiality at all times
- Work in partnership with the community, clients, stakeholders and staff to achieve our vision
- Ensure an inclusive and safe workplace for clients, visitors, volunteers and staff
- Work in accordance with Your Community Health Policies and Procedures.

General

- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988
- The successful applicant is required to provide evidence of eligibility to work in Australia.
- Employment is contingent on a satisfactory Police Records Check and valid Working with Children Check, Where the preferred applicant has lived or worked overseas for a continuous period of 12 months or more within the past 10 years, they are required to provide an international police check for all countries that they have lived in for that period of time.
- Applicants who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form.
- Management, in consultation with the staff member, reserves the right to modify this position description when required

Relationship to Performance Development and Review Plan

This position description operates in conjunction with, and forms part of the relevant individual Performance Development Review Plan aligned to the organisational Strategic Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis

Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQ+ communities to apply.