

Bellarine Community Health (BCH) – Strategic Directions

Purpose Statement

We deliver high quality services and programs that improve the health and wellbeing of our community.

This means that we always innovate and develop what we do to align with the health and wellbeing needs of people on the Bellarine.

Guiding principles

These principles are at front of mind in all decision making and operational processes. They relate to how we see ourselves and how we will work with all those with whom we come in contact.

- We strive to become a sustainable organisation with a strategic mindset
- We value and support our staff, clients, and volunteers
- We work with our community to design services and programs to meet their needs
- We act at all times in the interests of the organisation and the community
- We are guided by best practice actions – always

Strategic Priorities

- To engage with our community across all ages, groups, and cultures so we are always responsive
- To build awareness of our organisation and our services so we are recognised and are a preferred health provider to our community
- To be a sustainable Health service responsive to our growing community
- To nurture a positive workplace culture

BCH is the largest healthcare provider on the Bellarine Peninsula with sites in six locations:

- Drysdale (2 sites)
- Ocean Grove (2 sites)
- Portarlington
- Point Lonsdale

BCH delivers and promotes health and wellbeing programs. BCH provides a range of services including allied health, community and palliative care nursing; mental health; in home care, health promotion and dental.

Position Information

Position Objective:	The Dental Assistant is a key member of the dental health team supporting the delivery of cost effective, sustainable and responsive oral health services ensuring clients of the service receive consumer directed, inclusive and high-quality oral health care.
Reports to:	Dental Health Manager
Direct reports:	None
Program:	Child, Youth and Families
Location:	Based at Point Lonsdale but may work across Bellarine Community Health sites or in community settings
Award:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2022-2026
Employment Status:	Part Time or Casual Probation Period: 6 months

Remuneration and benefits:	Access to excellent salary packaging provisions. Employer Superannuation at the statutory rate.
Mandatory Requirements:	Bellarine Community Health expects all applicants to present evidence of the following: • 100 point ID verification • Current Working With Children's Check • Current NDIS Worker Screening Check (if in a "risk assessed" role) • Current Police Check • Current Victorian Driver's Licence Immunisation Status: COVID-19 and current Influenza Vaccination is <u>recommended</u>.

Organisational Requirements	
Diversity	Commit to providing a safe and welcoming health service for everyone. We celebrate the diversity of different ages, gender, ethnicity, physical ability, sexual orientation, religious belief, work experience, and educational background.
Child safety	Make a commitment to the safety and wellbeing of children and young people. This means to protect and support, enhance wellbeing, and reduce any opportunities for abuse, or harm to occur. Every child has the right to live a full and productive life in an environment that builds confidence, friendship, security, and happiness, irrespective of their family circumstances and background. Children have the right to give their views and opinions about decisions that affect them and to be listened to.
Consumer engagement	Seek and facilitate consumer and community participation to ensure the healthcare we deliver is safe, high quality and meets the needs and preferences of our diverse communities.
Person/family Centred Approach to service provision, health promotion action and access to information.	Identify, strengthen capacity, and address any barriers that prevent a consumer maximising their independence and choice in decision making about the way their services are delivered. Actively seek opportunities to engage with clients and where appropriate (their families) that will enable them to be autonomous including: • Building on strengths and goals to maximise independence and individual capabilities in decision making. • Provide a voice in the management of their own health and wellbeing; and, • Look for ways to improve the health of diverse communities.
Occupational Health and Safety (OH&S)	Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and that legislative requirements are met within the service • Report any incidents or potential hazards in accordance with Bellarine Community Health policies and procedures including effective reporting via Incident management system. • Demonstrates a commitment to health and safety in line with Bellarine Community Health OHS policies and procedures, training requirements and legislative/regulatory requirements. • Evidence of compliance with OHS policies and procedures. • Participation in team meetings where key OHS issues are discussed and resolved. • Evidence of hazard and incident reporting using incident management system.

	• Maintain compliance with mandatory OHS training requirements.
Health Promotion	Support and contribute to the activities and projects outlined within the BCH Integrated Health Promotion Plan, as required. Implement a health promoting practice approach to service delivery that addresses the social determinants of health.
Strategy and Planning	Participate in planning processes, including program, team and individual to ensure alignment to the BCH strategic plan.
Continuous Quality Improvement	• Adopt and promote a culture of continuous quality improvement within area of practice and the broader organisation. • Contribute to the accreditation process, including identifying, developing, implementing, and evaluating quality improvement activities. • Commit to a culture of trust, openness, learning and accountability to improve service quality and safety. • Participate in data collection and audit processes to ensure compliance with applicable accreditation standards. • Demonstrate respect for individual's values, customs, cultural and spiritual beliefs to ensure patient care is effective and culturally appropriate. • Complete all mandatory training and education.
Risk Management	Comply with BCH Risk Management system and relevant legislation. Actively contribute to creating an organisational culture that promotes risk identification and mitigation.
Equal Opportunity	BCH is an Equal Opportunity Employer and diversity in the workforce is valued and encouraged.

Position Specific Responsibilities	
General	• Provide services within a Social Model of Health approach. • Deliver services and programs for the Bellarine community and beyond. • Work as a co-operative team member who is flexible and prepared to learn; take on new tasks, responsibilities and challenges. • Provide a flexible, culturally sensitive, respectful and supportive service. • Demonstrate a commitment to Bellarine Community Health's guiding principles. • Understand and comply with the Bellarine Community Health Code of Conduct and other related policies and procedures. • Positively promote the work of Bellarine Community Health.
Position Specific	• Provide all aspects of chair-side dental assistance to dental clinicians, including dentists, oral health therapists and dental prosthetists. • Deliver excellent oral health care and excellent customer service supporting the delivery of a quality and sustainable oral health service. • Be familiar with and adhere to policies and procedures developed in accordance with National Safety and Quality Primary and Community Health Care Standards (PCHC) and the National Safety and Quality Health Service Standards (NSQHS). • Support the manager and dental team by undertaking additional duties as necessary including, but not limited to reprocessing instruments, general reception duties and administrative tasks. • Provide support to dental outreach programs such as Smile Squad, by assisting with data entry, packing resources, and collating consent/treatment documents and other duties as necessary. • Undertake annual competencies for example: Hand Hygiene, Infection Prevention, Aseptic Technique.

- Participate in regular team meetings in a constructive and respectful manner.
- Review and follow-up all relevant organisational and dental communication.
- Actively participate in any review of dental program, services, policies and procedures.
- Identify and support continuous quality improvement opportunities.
- Perform duties in accordance with relevant OH&S policies and procedures, identifying and recording hazards, risks and incidents as necessary.
- Attention to detail and initiative when learning and implementing new processes and procedures.
- Support the delivery of various projects and special offers within the dental service including the Inclusive dental service for patients with Autism or mild intellectual disabilities.

Key Performance Indicators

- Support effective delivery of dental clinic service and outreach program.
- Support dental service achievement of dental clinical outputs consistent with current funding agreements.
- Support with completion of clinical audits including dental clinic daily/weekly audits and other audits as requested.
- Complete mandatory training within allocated timeframe and annual competencies as directed.
- Complete all administration tasks in a timely manner and to a high standard.
- Complete supervision template and attend scheduled supervision catch-ups.
- Attend dental team meetings (when scheduled on work days).
- Take responsibility for review and follow-up (where required) of all dental communication to ensure current knowledge, consistent practice and streamlined services.
- Reflect the organisational guiding principles in your role within the dental service.
- Actively contribute as a positive member of the team including providing peer support by sharing knowledge, providing assistance when required, and working co-operatively and collaboratively with manager and colleagues.
- Comply with position organisational requirements.
- Demonstrate commitment to ongoing personal and professional development.

Key Selection Criteria and Skills/Attributes

Essential	1. Essential Qualifications and Requirements: • Certificate III or IV in Dental Assisting, or equivalent experience • Current Driver's Licence for Victoria • National Police Record Check • Current Working With Children's check • Successfully meets the pre-employment screening requirements 2. Familiarity with dental software eg., Titanium or Exact 3. Excellent communication skills, both written and verbal 4. Strong interpersonal skills with an ability to build positive relationships and work efficiently, effectively and cooperatively within in a team environment 5. High level organisational skills and ability to multitask 6. Dynamic, motivated and passionate about dental health 7. A commitment to, and demonstrated knowledge of, continuous quality improvement 8. Competent in the use of information technology e.g., Microsoft Office and Client Management Systems.
Desirable	• Sterilisation training • First Aid training

Acceptance Details	
Name of staff member:	
Signature of staff member:	
Date:	
Exec Managers signature:	
Date:	

For more information about Bellarine Community Health visit our website: www.bch.org.au

Bellarine Community Health Ltd is committed to protect children and reduce any opportunities for abuse or harm to occur. Bellarine Community Health acknowledges the Wadawurrung People as the traditional custodians of the land, waters and skies of the Bellarine Peninsula. We acknowledge and respect Wadawurrung Elders and leaders, past, present and emerging and pay gratitude for their unique ability to care for Country and deep spiritual connection to it. We are proud to be an inclusive workplace and welcome people from all cultures and backgrounds to our service.