



JOB TITLE Dental Assistant

DATE July 2025

REPORTS TO TBC

JOB DESCRIPTION

Purpose of role

The Dental assistant provides a variety of clinic and community- based activities to assist the Dentist in providing dental care and health education to clients.

The position requires the ability to provide high quality clinical services to clients; care and attention to detail in maintaining the dental clinic; and a commitment to community health promotion and oral health education.

Main duties and responsibilities

Core objectives include:

- Deliver clinical dental services to Aboriginal people using a strengths-based and trauma-informed approach.
- Assist the Dentist with patient care and general running of the clinic as required.
- Prepare the surgery for dental treatment with correct instruments/materials for use as directed.
- Attend to and prepare clients for treatment, including the ability to create a calm atmosphere for anxious clients.
- Chart the condition of teeth under the direction of the Dentist.
- Provide instruments and dispense materials during oral examinations or treatments as directed.
- Provide pre- and post-operative instructions for patients undergoing general or local anesthesia.
- Clear the patient's mouth of saliva or dental materials used in the treatment by operating handheld suction or air and water-spraying equipment.
- Process, mount and file dental X-rays.
- Record findings from oral examinations.
- Collect and report on clinical dental data using ISOH software.
- Commit to follow Katungul's client confidentiality, privacy, record keeping and reporting/legislative requirements at all times.
- Commit to work with the Dentist, Clinical Team, Katungul staff and external agencies to improve client outcomes through collaboration and shared care.
- Supervise and train students and trainees as required.
- Willingness to seek the input of the Dentist and dental coordinator as required when educating, problem solving and/or negotiating with clients.

- Perform other dental and clinical care duties as required and directed.

Laboratory and equipment maintenance

- Conduct all required cleaning and sterilisation procedures in accordance with Katungul infection control policies and procedures, Work Health Safety policies and procedures, and NSW Health Infection Control Guidelines.
- Undertake responsibility for the general cleanliness and tidiness of the dental clinic, and implement standard decontamination procedures for infection control.
- Cleaning and sterilisation of dental instruments including after treatment.
- Monitor and keep record of computerised data regarding sterilisation procedures.
- Testing and recording results for the ultrasonic.
- The Dental Assistant will be required to undertake annual infection control updates as well as annual sterilisation of instruments updates.

Dental administration duties

- Ordering, maintenance and restocking of dental stores.
- Assisting with patient paperwork and filing.
- Assist in routine care and maintenance of the equipment and instruments in the clinic, including organising repair work.

Health Promotion

- Actively promote, advocate for and facilitate regular Health Checks to Katungul dental clients and community members.
- Participate in the development and implementation of relevant health promotion and health education activities in the clinic, communities and the dental van.
- Perform other health education and health promotion activities as required.

Accountability and reporting

- Commit to submitting regular and accurate service data in accordance with Katungul policies and funding body requirements.
- Provide reports as required to the Dentist regarding dental statistics and any key issues or successes.
- Participate in weekly meetings with the Clinical Team.
- Contribute to the ongoing accreditation of the dental clinics.

The above list is not exhaustive, and the role may change to meet the overall objectives of the company.

Other duties

Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications

- Certificate III or IV in Dental Assisting.

Experience

- Prior experience as a Dental Assistant.
- Experience working with Aboriginal communities or within an Aboriginal organisation.

	<ul style="list-style-type: none"> • Demonstrated ability to work independently and in a team environment. • Ability to create a calm environment where clients are often anxious. • Ability to prioritise workload and demonstrate organisational skills. • A demonstrated understanding of the issues and barriers that impact upon the health outcomes of Aboriginal people. • Ability to collect data and write reports, and willingness to comply with reporting requirements of the organisation.
Knowledge	<ul style="list-style-type: none"> • Understanding of dentistry oral hygiene and dentistry tools. • Understanding Dental procedures, sterilisation techniques and maintaining dental equipment.
Skills & competencies	<ul style="list-style-type: none"> • Cultural capability: the ability to plan, support, deliver and improve services in a culturally respectful and appropriate manner. • Customer service focused: committed to providing exceptional customer service across all channels – written, phone and face to face. • Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience. • Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally. • Commerciality: ability to apply knowledge in a practical, commercial manner. • Teamwork: willingness to assist and support others as required and get on with team members. • Time management/organisation: accomplish objectives effectively within time frame given and carry out administrative duties within portfolio in an efficient and timely manner.
Personal attributes	<ul style="list-style-type: none"> • Professional approach. • Ability to work under pressure. • Organisational and time management skills. • Excellent attention to detail. • Confident manner. • Positive approach to change.
Other	<ul style="list-style-type: none"> • Overnight/multisite stays away for work may be required to fulfil the requirements of the role. • Unrestricted NSW Driver Licence • NSW Working with Children Check • Nationally Coordinated Criminal History Check (Police Check)

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

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Date