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GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

DUTY STATEMENT

POSITION TITLE:	Dental Hygienist
REMUNERATION/CONDITIONS:	In accordance with the Aboriginal Community Controlled Health Services Award
POSITION STATUS:	Part-time or Full-time
DIRECTLY RESPONSIBLE TO:	Dental Manager
PERFORMANCE APPRAISAL:	6 month probationary period; performance reviews every 12 months thereafter
POSITION FUNCTION:	Provide high-quality, culturally safe preventive oral health services, including dental hygiene care, periodontal therapy, and health education to Aboriginal and Torres Strait Islander patients, with a strong focus on health promotion and community wellbeing.
MINIMUM SKILLS REQUIRED:	Qualified Dental Hygienist with current AHPRA registration

POSITION SUMMARY

The Dental Hygienist plays a vital role in the prevention and management of oral diseases through the delivery of dental hygiene services and patient education. Working collaboratively with the dental team, the Dental Hygienist promotes oral health, supports clinical procedures, and helps patients understand and maintain healthy oral habits. The role requires strong communication skills and a commitment to culturally secure care for Aboriginal and Torres Strait Islander communities.

RESPONSIBILITIES

Clinical Care & Patient Support

- Perform oral health assessments and periodontal examinations
- Provide dental hygiene treatments including scaling, root planning, and fluoride application
- Educate patients on oral hygiene techniques, nutrition, and disease prevention
- Maintain accurate patient records and charting in line with clinical standards
- Assist in treatment planning and referrals in collaboration with Dentists and Dental Therapists
- Deliver opportunistic oral health education during routine hygiene appointments
- Provide smoking cessation advice and support where appropriate
- Assist with sterilisation and infection control procedures as needed
- Support walk-in patients and community outreach services when required

Cultural & Community Engagement

- Deliver culturally respectful care that upholds Aboriginal ways of being, knowing and doing
- Promote oral health in community settings, schools, and local programs
- Collaborate with Aboriginal Health Workers and other team members to support community trust
- Assist in the delivery of culturally safe oral health promotion campaigns and events

Continuous Improvement & Accreditation

- Participate in CQI activities and contribute to service audits and evaluations
- Support accreditation processes related to dental hygiene and infection control
- Provide feedback on service delivery to enhance access and effectiveness
- Contribute to the development and review of clinical and educational resources

WHS & Clinical Governance

- Follow strict infection control procedures and contribute to a clean and safe clinic environment

- Report any WHS concerns, incidents, or equipment issues
- Attend Clinical Governance meetings (when required)

MEETINGS

- Dental team meetings
- All staff meetings
- Monthly Clinical Governance Committee (as required)
- School and community oral health program planning meetings (where relevant)

KEY PERFORMANCE INDICATORS

Focus Area	KPI
Preventive Services	≥90% of patients presenting for hygiene receive treatment within scope
Patient Education	≥85% of hygiene appointments include documented education provided
Oral Health Promotion	≥2 oral health education or outreach activities per quarter
Cultural Safety	≥90% positive patient feedback on respectful and safe care

PROFESSIONAL DEVELOPMENT

- Maintain AHPRA CPD requirements for Dental Hygienists
- Attend workshops on periodontal care, oral disease prevention, and cultural safety
- Participate in reflective practice and peer support
- Stay up to date with current guidelines and best practice in dental hygiene

ESSENTIAL SKILLS AND EXPERIENCE

- Experience in preventive oral health care and periodontal treatment
- Strong communication and health education skills
- Understanding of the oral health challenges in Aboriginal communities
- Ability to work respectfully in a multidisciplinary and culturally diverse team
- Commitment to patient-centred, trauma-informed care

MANDATORY REQUIRMENTS

- Current registration with AHPRA as a Dental Hygienist
- Valid Infection Control training
- Current CPR certificate
- Current National Police Check

- Current Working with Children Check or equivalent clearance
- Current Driver's Licence
- Compliance with all organisational policies and procedures
- Adhere to confidentiality and privacy requirements in line with the Health Records and Information Privacy Act 2002 (NSW) and other relevant legislation.

SIGNATURE & ACKNOWLEDGEMENT

I agree to abide by the standards and policies and have read and understood the job description and agree to comply with same.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____