

POSITION DESCRIPTION: DENTIST – PEOPLECARE EYES & TEETH

Location: Wollongong



Your Purpose

As a practitioner, you'll workwork closely with our fabulous dental team to ensure the highest standards of treatment and care are delivered to our patients.



Your Responsibilities

SERVICE DELIVERY

- Provide direct patient care in accordance with the ADA clinical standards and policies
- Maintain a professional approach in relation to work duties including the provision of quality customer service.
- Provide high level skills in managing patient clinical complaints
- Ensure appropriate referral of patients and specialist services
- Manage patients within competency and experience levels as defined by the ADA Credentials and or College guidelines where appropriate
- Maintain confidentiality of information

- Maintain a professional approach and promote good inter personal relationships both within and outside the unit/organisation consistent with Peoplecare values
- Ensure high levels of customer service by undertaking duties in a professional manner when dealing with clients

TEAMWORK

- Contribute to and assist in the day to day delivery of services to customers at Peoplecare Eyes & Teeth, including maintaining a clean, safe workplace
- As a member of Peoplecare Eyes & Teeth team, assist Peoplecare to develop a business-oriented culture based on initiative, innovation, cost effectiveness and exceptional customer service
- Demonstrate the ability to work in a team environment and communicate effectively with a variety of people
- Demonstrate cooperation through flexibility in task performance, work location and hours of work
- Attend PET meetings
- Liaise regularly with manager on matters relating to the work area
- Delegate tasks effectively where appropriate
- Communicate effectively and document relevant information in line with PET policies and procedures
- Recognise own ability and level of professional competence whilst enhancing the professional development of others
- Where appropriate, provide leadership, professional support and direction for dental staff
- Work with Dental Assistants and Clerical staff associated with PET, to ensure cohesive and effective service provision
- Other duties and responsibilities as may be reasonably required

PROJECTS /SELF DEVELOPMENT

- Undertaking continuing education and training
- Maintain current knowledge and skills base that facilitates the best possible client care
- Participate actively in the PET performance review process

PROCEDURAL/REPORTING

- Comply with all policies, procedures and processes including but not limited to:
 - Complaint resolution
 - Privacy policy
 - Confidentiality policy
 - Delegation of policy
 - Conflict of interest
 - Health industry code of conduct
 - Internal/external regulations and legislation
- Comply with relevant state and federal government legislation
- Comply with and maintain proficiency with relevant government policies



Your Team

REPORTS TO

Head of Hospital & Health Services (Brian Donnellan Dental Consultant on clinical issues)

COLLABORATES WITH

Internal

- Other Dentists
- Dental Assistants
- Other PET staff
- Receptionists
- Management Team

External

- Service Providers and Suppliers

Authority

- Daily service delivery
- Contribution to changes to policies and procedures
- Reporting deliverables
- Process improvements
- Adherence and compliance to policies and procedures



Your experience, quals & skills

EXPERIENCE

- At least 4 years work experience in Australia

QUALIFICATIONS

- AHPRA and ADA registered. Current PI insurance
- Dentistry qualification
- Professional indemnity insurance
- Demonstrated clinical skills Excellent knowledge and demonstrated skills in WH&S protocols

SKILLS

- Proven computer literacy (MS windows, office, outlook)
- Well-developed organisational and time management abilities
- Negotiation & decision-making skills
- Excellent communication and presentation skills (verbal & written)
- Continuous improvement orientation



You

- Culturally sensitive
- Must have control over emotions, be polite, courteous, patient
- Have control over vocabulary (no cursing/swearing)
- Mature in approach
- Demonstrate initiative and achievement drive
- Trusting, trustworthy and approachable
- A team player
- Performance and improvement focussed
- Fair and equitable when dealing with staff and members
- Displays empathy when required
- Ability to work to deadlines
- Ability to effectively handle pressure



**Our
White Ribbon
Commitment**

“To create a workplace in which women are free from violence, and where gender equity is valued and realised and that these values are supported and promoted in our community”.