



JOB DESCRIPTION – DENTIST, MENE MAI ANŌ

Position Title:	Dentist
Location:	65 Queen Street Kahungunu Executive ki Te Wairoa Charitable Trust ("Kahungunu Executive")
Reports To:	Team Coordinator – He Korowai Aroha Contracts Manager General Manager
Co-ordinates With:	Dental Service Coordinator – Mene Mai Ano Dental Service Dental Assistants Oral Health Therapist Oral Health Hygienist He Korowai Aroha Team – Tō Waha Dental Service Health Promotion Team Mobile Nursing Team Te Ara Waiora (Open Access Clinic) Tamariki Ora Team Family Start Team Oranga Hinengaro Team Social Services Team Administration Team Community Oral Health Service Staff Dental Locum Providers Te Whatu Ora Te Matau a Māui Te Taiwhenua o Heretaunga General Practitioners Whanau, Marae, Hapu and Iwi Te Whare Maire o Tapuwae Te Wairoa Medical Centre Other Health, Mental Health and Social Services

Kahungunu Executive's Vision Statement:

Te Oranganui o Nga Whānau o Te Wairoa.

Kahungunu Executive Mission Statement:

Delivering health, social services, mental health, and housing services that achieve whānau aspirations.

Kahungunu Executive Whakatauki:

Ko te Amorangi ki mua, Ko te hāpai o ki muri.

Kahungunu Executive Values:

Tika, pono, aroha – true, honest and compassion. This relates to being fair and honest when dealing with whānau and being respectful of their views and needs.

Manaakitanga – hospitality, kindness, and support. This relates to showing respect, generosity, and care for whānau.

Raranga – weave. This relates to collaboration with whānau, agencies and funders.

Rangatiratanga – ownership and autonomy. This relates to acknowledging the mana and autonomy of clients and that they stand independently.

Hiranga – excellence, importance, and significance. This relates to providing the best quality support and assistance to whānau.

PRIMARY PURPOSE OF THE POSITION

- We are a community based oral health service operating under the umbrella of a charitable trust delivering a range of health and social services. Operating from a brand-new static mobile dental unit- co-located with Health NZ community oral health services, the dentist will be pivotal to the provision of adult dental care to the Wairoa community.

The purpose of the Dentist role is:

- The Dentist is a key member of the Mene Mai Anō team and contributor to the overall commitment of Kahungunu Executive to provide high quality, clinically and culturally safe, equitable, and responsive dental care services to the Wairoa community.

SPECIFIC TASKS

ACHIEVEMENT AREA	KEY TASKS	EXPECTED OUTCOMES	PERFORMANCE OUTPUT
Delivery of safe and effective dental care services	To provide quality primary oral health care services within Mene Mai Anō to whānau aged over 18 years and to adolescents and children as required.	To provide patients with a range of dental treatments aligned to Mene Mai Anō kete of clinical services	Demonstrates comprehensive knowledge of the range of conditions and treatments required.
	To provide general dental care to patients who are medically compromised		# referrals received
			# of whanau supported to access WINZ assistance
			# of ACC claims
	To work within a multidisciplinary team, with other agencies and health professionals to provide continuity of care.	To develop an effective working relationship with the Mene Mai Anō and COHS teams.	#Staff satisfaction and retention
		Promote a working environment that facilitates team building and innovation, and the partnership model with COHS.	
	To ensure a quality and customer focus service delivery with strong focus on advocacy in public oral health strategies.	To deliver a quality service that meets the needs of the population group and is patient and whānau focused.	Quality assurance processes are monitored and trends tracked.
	To ensure and prioritise a focus on patient safety and quality relating to care and processes within Mene Mai Anō.	To provide clinical support and education to clinical staff.	Mentoring, clinical support and education given to clinical staff where appropriate.

	To participate in Audit, Peer Review and other activities, that promotes the concept of Clinical Governance and quality, at local, regional and when appropriate national level. To provide accurate and full clinical records ensuring that acceptable standards of data protection and confidentiality are maintained in accordance with the Privacy Act. To understand and adhere to Health and Safety, Cross Infection Control and other professional, service and organisational policies, guidelines and codes of practice. Meet professional standards for ethical conduct, clinical and cultural competence standards. To recognise and support the delivery of Kahungunu Executive strategic pou. Where required, provide clinical training, oversight, and mentorship support to the BDS Final Year Outplacement Students and Dental Therapists working in the community. To support building the service design for sustainability and where required participate in Mene Mai Anō data, reporting and research priorities.	Involvement in clinical audits to ensure appropriate care is being provided to patients. Client records are maintained on Titanium Meet relevant legislative, regulatory and policy requirements of the health sector and Kahungunu Executive.	Clinical research and audit of clinical services where required. Feedback from Clinical Governance Accurate records maintained 100% legislative compliance to all legal and professional standards. Regular reports supplied to communicate activity. Achievements profiled in monthly and other regular reporting processes. Regular reports supplied to communicate activity.
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Professional Development		To identify and agree a professional development plan to develop knowledge and skills as appropriate. To seek and utilise opportunities for continuing education, personal growth and development for self and team.	Agree plan for professional development with Team Coordinator for General Manager approval Reports demonstrate continuing education and workforce development are an integral part of service delivery.
Staff Induction and Professional Development	Complete the KE induction programme to build knowledge and awareness of KE services, policies, and procedures as well as network with other services and agencies. Identify training needs (in collaboration with the Team Coordinator) which are relevant to the position such as (but not limited to); Client Intake and Consent process, Client Management System/s, Infection Prevention and Control, Covid Screening, ordering of resources. Prepare for regular coaching with the Team Coordinator Participates in the annual performance appraisal process.	Staff member has a clear understanding of their role, why the service exists and what the key objectives of the service are. Staff attends relevant training to support them in delivering the service. Coaching is carried out on a regular (two monthly) basis with the Team Coordinator. Performance Appraisal completed annually in partnership between staff and Team Coordinator and signed off by General Manager.	Staff Induction Workbook completed and filed on personal file. Service Delivery Manual Record of training undertaken Written record of coaching filed on personnel file. Signed record of Annual Performance Appraisal kept on personnel file.

Health and Safety	To be aware of and abide by the Health and Safety policies and procedures of Kahungunu Executive	Health and safety of staff will be maintained, and staff will have an awareness of Health and Safety processes including (but not limited to) Infection Prevention and Control practices, Emergency Evacuation procedures, staff safety when visiting clients in the community, reporting of incidents and near misses.	
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PERSON SPECIFICATIONS

Position: Dental Health Kaiarahi

Essential:

- Bachelor of Dental Surgery qualification
- Current NZ registration and hold an Annual Practising Certificate (or be eligible for) with the Dental Council of New Zealand is essential.
- Legal right to work in New Zealand
- Experience and ability to practise full adult scope of dentistry
- A minimum of 3 years' experience.
- Familiar with Patient Management Software (Titanium) and recording data (training can be provided).
- Excellent organisation and time management skills with an ability to cope effectively with changing priorities and environment
- Have an ability to develop systems and processes to ensure smooth operation of service
- Experience in the use of all Microsoft suite applications
- Able to quickly learn new processes and systems and has a willingness to undertake training relevant to the position.
- A commitment to the Treaty of Waitangi principles and demonstrates knowledge and understanding of local tikanga and Māori culture to be able to engage in respectful relationships and respond appropriately to Māori whānau.
- Excellent communication skills – both written and oral with an ability to liaise confidently and professionally
- Awareness of and an ability to always maintain confidentiality
- Ability to work well under pressure, including the ability to handle difficult queries and work to deadlines
- Be conversant with the statutory requirements of the Privacy Act 2020 and the Health and Disability Service Standards.
- Current full driver's licence
- Police vetting check with no history that would require an exemption

Personal Attributes:

- Engages well with others – warm, friendly, and welcoming
- High level of motivation
- Demonstrates initiative
- Positive attitude with strong problem-solving skills
- Adaptable
- Organised
- Respectful and sensitive to values and beliefs of others
- Ability to work through conflict resolutions.
- Honest