



**Swan Hill**  
District Health  
Connected Care. Best Experience.



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## **TRAINEE DENTAL NURSE**

Swan Hill District Health Dental Services have a vacancy for a full-time trainee Dental Nurse.

The successful candidate will demonstrate: -

- commitment to continuing personal and professional development
- ability to work as part of a multidisciplinary team.
- ability to be highly organized, efficient and productive
- ability to work within a variety of staffing configurations and staffing ratios.
- advanced computer skills

For more information contact the Dental Clinic Manager, Jeanette Healey on  
503 39411 or email [jhealey@shdh.org.au](mailto:jhealey@shdh.org.au).

Applications including the names of three referees should be forwarded to  
Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email:  
[employment@shdh.org.au](mailto:employment@shdh.org.au)

**Closing date: 9<sup>th</sup> February 2025**



*Inclusive    Compassionate    Progressive    Accountable*

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| <b>Position:</b>         | <b>Trainee Dental Assistant/Nurse</b>  |
| <b>Classification:</b>   | In accordance with Health & Allied Services- Public Sector Award   |
| <b>Department:</b>       | Dental Services  |
| <b>Reports to:</b>       | Dental Clinic Coordinator  |
| <b>Position Summary:</b> | To complete a 1 year traineeship as a Dental Assistant.  |
| <b>Responsibilities:</b> | <p>Key Performance Indicators (KPI's) will be established between the Community Care Trainee Dental Assistant/Nurse and the Dental Manager to support the following accountabilities and duties:</p> <ul style="list-style-type: none"> <li>• To assist with client care in accordance with Dental Health Services Victoria clinical standards &amp; policies, and Swan Hill District Health's policy &amp; protocols.</li> <li>• To assist with client care within scope of a Dental Assistant/Nurse role.</li> <li>• Provide clinical chair-side assistance to dental operators.</li> <li>• Prepare, maintain and manage the dental facility to ensure efficient patient throughput.</li> <li>• Assist dental operators to provide dental education and promotion.</li> <li>• Prepare and provide equipment, dental materials and instruments for each patient according to dental treatment.</li> <li>• Undertake the management and maintenance of dental instruments and equipment within the dental facility.</li> <li>• Ensure Dental Health Services Victoria and Swan Hill District Health's Infection Control Policies and Procedures are followed.</li> <li>• Ensure storage, packaging and collection of infectious waste/sharps in accordance with Swan Hill District Health's Infection Control Policy.</li> <li>• All interactions with clients and staff show appropriate responses to their needs and demonstrate the application of Swan Hill District Health's values..</li> <li>• Undertake duties related to patient care including recording of dental examinations on dental charts, ensuring patient record details are available for daily appointments</li> <li>• Maintain records in accordance with appropriate standards.</li> <li>• Undertake duties related to service delivery including arranging and recording patient appointments, confirming appointments and assisting with inquires</li> <li>• Undertake duties related to data collation for the monitoring and evaluation of programs as directed including assisting the dental operator with recording of treatment statistics.</li> <li>• To work with other Dental Department staff to optimize functionality of the database patient management system to maximize patient access.</li> <li>• To actively participate in Dental Department meetings.</li> <li>• Ensure the use of resources is aligned with activity</li> <li>• Actively participate in any capital or minor works equipment planning.</li> <li>• All interactions with clients and staff show appropriate responses to their needs and demonstrate the application of Swan Hill District Health's values.</li> <li>• Actively participate in reviewing and providing advice on strategies to increase efficiency, effectiveness and productivity.</li> <li>• Promote oral health promotion and education to patients and parents</li> </ul> |

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|  | <p>in the clinical setting.</p> <ul style="list-style-type: none"> <li>To undertake other duties and responsibilities as may be reasonably required.</li> <li>Ensure SHDH meets NSQHS and Aged care Quality Standards.</li> </ul>   |
| <b>Key Selection Criteria:</b>         | <ul style="list-style-type: none"> <li>Minimum Year 11 Education</li> <li>Effective communication skills, both with adults and children</li> <li>Ability to work harmoniously in a team environment</li> <li>Capacity to maintain confidentiality at all times</li> <li>Demonstrated ability to use electronic communication tools and to learn dental software programs</li> <li>Demonstrated ability to observe and assist in a clinical environment</li> <li>High level of motivation</li> <li>The ability to follow instructions and to learn new skills</li> </ul> <ul style="list-style-type: none"> <li>Current National Police Check and Working with Children's Check (If applicable).</li> <li>Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</li> </ul> |
| <b>Salary/Award:</b>                   | Salary in accordance with Health and Allied Services Managers and Administration Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2021-2025</i> .   |
| <b>First Nations</b>                   | Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.  |
| <b>Infection Control:</b>              | <ul style="list-style-type: none"> <li>Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>  |
| <b>Continuous Quality Improvement:</b> | <ul style="list-style-type: none"> <li>Each staff member is expected to demonstrate a commitment to best practice.</li> <li>All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>  |
| <b>Person Centered Care:</b>           | <p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered</p>   |
| <b>Child Safety:</b>                   | All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.  |

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|                                     | <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>  |
| <b>Our Purpose</b>                  | <p><b>Connected Care / Best Experience</b><br/> SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>  |
| <b>Privacy and Confidentiality:</b> | <p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>   |
| <b>Mandatory Training:</b>          | <p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>  |
| <b>Safety:</b>                      | <p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul> |
| <b>Asset Management:</b>            | <p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>  |
| <b>Review:</b>                      | <p>Completion of My Work Plan on a yearly basis.</p>  |
| <b>Previous Revision dates:</b>     | <p>Jan 14</p>   |
| <b>Current:</b>                     | <p>January 2025</p>   |
| <b>Managers Name:</b>               | <p>Jeanette Healey</p>  |
| <b>Managers Signature:</b>          |   |
| <b>Employees Name:</b>              |   |
| <b>Employees Signature:</b>         |   |



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

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| <b>Position Applying for</b> |  |
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| <b>General Information</b> |
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|                |                   |               |              |
|----------------|-------------------|---------------|--------------|
| <b>Name</b>    |                   |               |              |
| <b>Address</b> |                   |               |              |
| <b>Contact</b> | <u>Home phone</u> | <u>Mobile</u> | <u>Email</u> |

Are you of Aboriginal/Torres Strait Islander Origin?     No         Aboriginal         Torres Strait Islander  
*(This question is voluntary)*

Do you wish to be identified under this category?     Yes     No

Are you an Australian Citizen or Permanent Resident:  Yes     No                      Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number: \_\_\_\_\_

Do you require sponsorship?                                       Yes     No

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| <b>Conditions of Employment</b> |
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Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – \_\_\_\_\_ (Availability)

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| <b>Discipline/Misconduct</b> |
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Have you experienced discipline or misconduct action at any previous employment?     Yes     No

If **Yes**, please provide details:

## Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

## Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice: - (to be completed by the applicant)**

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

**Enquiries:**

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585