



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



Inclusive

Compassionate

Progressive

Accountable

Dental Assistant Traineeship

Fulltime – 12 months fixed term contract

An exciting opportunity exists for a Dental Assistant Trainee to join our professional dental team in providing valuable community oral health care. The Dental Clinic is a fully equipped four chair clinic, prosthetist chair with work area, and provision of the Smile Squad Program. The clinic provides public dental services under direction of Oral Health Victoria. This role offers the opportunity to complete a 12-month traineeship while gaining hands-on experience in a supportive clinical environment.

The Opportunity

Reporting to the Dental Clinic Coordinator, the Trainee Dental Assistant / Nurse will support the delivery of high-quality oral health services while completing formal training as part of a structured traineeship program. You will work closely with dental clinicians and the wider dental team, developing practical skills and knowledge to support patient care, service delivery, and oral health promotion.

This role is ideal for someone seeking to commence a career in dental health and who enjoys working with people of all ages in a clinical setting.

Key Responsibilities

- Provide chair-side assistance to dental clinicians
- Prepare and maintain dental facilities, instruments, and equipment
- Assist with patient care, dental charting, and appointment coordination
- Support oral health education and promotion for patients and families
- Maintain accurate records and assist with data collection and reporting
- Adhere to infection control, clinical standards, and organisational policies
- Actively participate in training, meetings, and service improvement activities

You Bring

- Minimum year 11 education
- Strong communication skills with both adults and children
- Ability to work effectively within a team environment
- Willingness to learn, follow instruction and develop new skills

Mandatory requirements (remove or add as per position description)

- Current National Police Check, or will to obtain.
- Working with Children's Check, or will to obtain.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers).

About Swan Hill: Swan Hill is situated in North-West Victoria. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

About Swan Hill District Health: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. At Swan Hill District Health (SHDH), our vision is to provide connected care, best experience for our community.

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Whilst encouraging and supporting work/life balance, SHDH also provides:

- ®A dynamic workplace
- ®Discounted Corporate gym memberships
- ®Salary Sacrifice/Packaging
- ®Professional Development opportunities
- ®Employee Assistance Program

Attract Connect Stay; our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life.

To apply for this position please email your Cover letter responding to the Key Selection Criteria and up-to-date CV, to employment@shdh.org.au.

You will find the position description on our website – [Vacant positions](#)

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability. If you require any reasonable adjustments to the recruitment process or the role, please let us know by contacting employment@shdh.org.au

Applications close: 9am 25th June 2026

Swan Hill District Health reserve the right to interview and appoint candidates prior to this date.

Position:	Trainee Dental Assistant/Nurse
Classification:	In accordance with Health & Allied Services- Public Sector Award
Department:	Dental Services
Reports to:	Dental Clinic Coordinator
Position Summary:	To complete a 1 year traineeship as a Dental Assistant.
Responsibilities:	<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"> • To assist with client care in accordance with Dental Health Services Victoria clinical standards & policies, and Swan Hill District Health's policy & protocols. • To assist with client care within scope of a Dental Assistant/Nurse role. • Provide clinical chair-side assistance to dental operators. • Prepare, maintain and manage the dental facility to ensure efficient patient throughput. • Assist dental operators to provide dental education and promotion. • Prepare and provide equipment, dental materials and instruments for each patient according to dental treatment. • Undertake the management and maintenance of dental instruments and equipment within the dental facility. • Ensure Oral Health Victoria and Swan Hill District Health's Infection Control Policies and Procedures are followed. • Ensure storage, packaging and collection of infectious waste/sharps in accordance with Swan Hill District Health's Infection Control Policy. • All interactions with clients and staff show appropriate responses to their needs and demonstrate the application of Swan Hill District Health's values. • Undertake duties related to patient care including recording of dental examinations on dental charts, ensuring patient record details are available for daily appointments • Maintain records in accordance with appropriate standards. • Undertake duties related to service delivery including arranging and recording patient appointments, confirming appointments and assisting with inquires • 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. • To work with other Dental Department staff to optimize functionality of the database patient management system to maximize patient access. • To actively participate in Dental Department meetings. • Ensure the use of resources is aligned with activity • Actively participate in any capital or minor works equipment planning. • All interactions with clients and staff show appropriate responses to their needs and demonstrate the application of Swan Hill District Health's values. • Actively participate in reviewing and providing advice on strategies to increase efficiency, effectiveness and productivity.

	<ul style="list-style-type: none"> Promote oral health promotion and education to patients and parents in the clinical setting. To undertake other duties and responsibilities as may be reasonably required. Ensure SHDH meets NSQHS and Aged care Quality Standards.
Key Selection Criteria:	<ul style="list-style-type: none"> Minimum Year 11 Education Effective communication skills, both with adults and children Ability to work harmoniously in a team environment Capacity to maintain confidentiality at all times Demonstrated ability to use electronic communication tools and to learn dental software programs Demonstrated ability to observe and assist in a clinical environment High level of motivation The ability to follow instructions and to learn new skills. Current National Police Check 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 immunisation for all vaccine preventable illnesses.
Salary/Award:	Salary in accordance with Health and Allied Services Managers and Administration Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement</i>
First Nations	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.
Infection Control:	<ul style="list-style-type: none"> Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> Each staff member is expected to demonstrate a commitment to best practice. 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. All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols
Child Safety:	<p>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.</p> <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>

Person Centered Care:	<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 & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Our Purpose:	<p>Connected Care / Best Experience 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>
Privacy and Confidentiality:	<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>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
Review:	<p>Completion of My Work Plan on a yearly basis.</p>
Previous Revision dates:	<p>Jan 14, Sept 19, June 20, March 21, Oct 23</p>
Current:	<p>Jan 25, Feb 26</p>
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	