



**Swan Hill
District Health**

Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

DENTAL OFFICER (LEAD)

Full-Time position

A Fulltime position is available for a Dental Officer Lead to join our enthusiastic team of Health Professionals in the Dental Service at Swan Hill District Health, located in the town of Swan Hill, North West Victoria.

The Position

The Dental Officer Lead, is a highly competent dental practitioner and will be responsible for the provision of an advanced range of efficient clinical duties within the scope of public and private funded dental services, including patients with disabilities and complex medical histories, and other more difficult clinical situations.

You Bring

- Extensive experience in the provision of general practitioner oral health services for all age groups including sound knowledge of infection control practices.
- Demonstrated ability to communicate effectively with a range of community, professional groups and SHDH staff including written and verbal presentation skills.
- Demonstrated high level of understanding of the management of public dental health programs including the ability to supervise clinical staff.
- Completion of at least three years' experience as a Dental Officer with registration with the Australian Practitioner Regulation Authority (AHPRA)

Mandatory requirements

- Current National Police Check, or will to obtain.
- Working with Children's Check Victorian, 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.

Swan Hill District Health will consider applications who may be seeking nomination or sponsorship to retain working rights in Australia

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: 1st October 2026

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

Position:	Dental Officer (Lead)
Classification:	In accordance with the Victorian Public Health Sector - (General Dentists) (Single Interest Employers) Enterprise Agreement 2024-2028
Department:	Dental Clinic – Community Care Services
Reports to:	Executive Director, Community Care Services
Position Summary:	The Lead Dental Officer, as a highly competent dental practitioner, is responsible for the provision of advanced range of efficient clinical duties within the scope of public and private funded dental services, including patients with disabilities and complex medical histories, and other more difficult clinical situations. The Lead Dental Officer is a clinical position requiring a full clinical load. Corporate management functions are the responsibility of the Dental Clinic Manager. The Lead Dental Officer possesses highly advanced skills to independently undertake clinical duties and provide direct patient care in accordance with the guidelines of the Integrated Oral Health Program and Dental Health Services Victoria's clinical standards to ensure the provision of high quality and efficient services. The Lead Dental Officer will provide clinical leadership to other dental staff and less experienced dentists in accordance with DHSV clinical standards and policies to ensure the implementation, maintenance and provision of high quality and efficient services for patients. Treatment of private patients attracts an additional incentive of 20% of private fees earnt. The Lead Dental Officer will, where appropriate, provide professional advice to the Swan Hill District Health (SHDH) Management.
Responsibilities:	<u>Clinical Services & Patient Care</u> • Provide direct patient care in accordance with DHSV clinical guidelines and policies and SHDH Policies and Protocols. • Maintain a professional approach in relation to work duties including the provision of quality customer service by: - Undertaking duties in a professional manner when dealing with clients and the public including responding to clinical enquiries and complaints according to SHDH policy. - Adhering to SHDH Clinical Incident & Complaint Reporting Policies. • Accurately assess and treat patients, and ensure appropriate referral of patients for specialist services. • Maintain and process patient records in accordance with DHSV Clinical Record Standards and the Health Records Act 2002. • Provide clinical leadership for, supervision and support to dental officers as required or when requested. • To undertake clinical performance including appraisals of Dentists if Senior Dental is unavailable. • Act as a mentor to other clinical staff and support new dentists • Responsible for components of clinical governance • Responsible for identifying opportunities for improvement in clinical practice, including developing and leading ongoing quality improvement activities with other staff

	• Monitor the clinics' and clinicians' activity with Dental Clinic Coordinator and where appropriate take corrective action • Participate in the provision of clinical development in-service education programs to staff <u>Education & Professional Development</u> • Undertake professional development and continuing education. • Identify and support staff professional development through Performance Guidance as per SHDH policy. <u>Leadership & Support</u> • To work with dental staff to ensure cohesive and effective service provision • Provide clinical supervision by providing professional support, clinical direction and leadership for dentist(s), dental therapists and dental assistants. • Communicate effectively with all levels of management, clerical staff, clinicians, nursing & other health professionals, and DHSV as required with regards to matters pertaining to the dental service. • To actively participate in Dental Department meetings. • Ensure performance of dentists is appropriately managed as per SHDH Policy. • To undertake other duties and responsibilities as may be reasonably required.
Key Selection Criteria:	• Registration with the Australian Health Practitioner Regulation Agency (AHPRA) with minimum of three years' experience as a Dental Officer • Understanding of and adherence to the legislation and regulations that govern Dentists in Victoria • Current Radiation Licence to carry out Dental Radiation Practice. • Requirement for all dental practitioners to be credentialed and have their scope of clinical practice defined with SHDH before commencing employment and throughout employment with SHDH. • Extensive experience in the provision of general practitioner oral health services for all age groups including sound knowledge of infection control practices. • Effectively manage client expectations and manages client complaints, whilst understanding and educating patients on their rights and responsibilities. • Demonstrated experience to treat clients who are physically and/or intellectually disabled, or other special need groups. • Demonstrated High level of understanding of the management of dental public health programs including ability to supervise clinical staff. • Demonstrated ability to communicate effectively with a range of community, professional groups and SHDH staff including written and verbal presentation skills • Demonstrated high level knowledge of the management of dental public health programs including ability to provide leadership for dental staff. • 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 immunization for all vaccine

	preventable illnesses. Current CV/Resume: Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. By providing the names and contact details of your referees you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and discuss with the SHDH contact person.
Salary/Award:	Victorian Public Health Sector - (General Dentists) (Single Interest Employers) Enterprise Agreement 2024-2028
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:	- 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:	- 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
Person Centered Care:	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. 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
Child Safety:	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. SHDH have zero tolerance to child abuse. Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.
Our Purpose:	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.
Privacy and Confidentiality:	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. 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.
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	RESPONSIBILITIES: It is the responsibility of every staff member to: • 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:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	Oct 15, Dec 21
Current:	May 2026
Managers Name:	Paegan Mortellaro
Managers Signature:	
Employees Name:	
Employees Signature:	



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

Position Applying for

General Information

Name

Address

Contact

Home phone

Mobile

Email

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

Conditions of Employment

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)

Discipline/Misconduct

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

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585