



**VICTORIAN ABORIGINAL  
HEALTH SERVICE**  
*Caring for the Community*

## **Dental Assistant | Receptionist**

- Opportunity to kick start your career in Dental
- On the job training offered for the right candidate
- Exposure to all facets of dental care

### **About the Organisation**

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. The organisation has expanded steadily over past 40 years to provide a comprehensive range of medical, dental, and social services for our community.

As well as providing a variety of medical services, VAHS is committed to supporting the well-being of the community through contributions to community events and activities. VAHS is also committed to assisting research into the ongoing needs of the community.

VAHS is a child safe organisation.

### **About the Opportunity**

The primary purpose of this position is to provide clinical chair-side assistance to Dental Operators in the provision of direct patient care into the Victorian Aboriginal Community.

Additionally, this role would also be expected to provide efficient reception services to VAHS dental clients & staff and undertake the associated administrative activities as and when required.

### **Key Selection Criteria**

To be considered for this role you must have the following.

- Hold strong understanding and commitment to Aboriginal communities and their needs
- Experienced Dental Assistant or person currently undertaking or willing to undertake the necessary training
- Excellent communication skills and patient care
- Willingness to take direction, learn new skills and techniques and contribute back to the team
- Reliable and punctual, with a strong work ethic
- Able to handle pressure, multi-task and have a high attention to detail

### **How to Apply**

Please forward your covering letter (addressing the key selection criteria) and resume to [Employment@vahs.org.au](mailto:Employment@vahs.org.au) before Monday 9pm, 25 April 2022.

*Please note: You will need to be vaccinated against Covid 19 and be prepared to undergo a police background check as part of the recruitment process.*