



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

## Dental Assistant

For this position, preference may be given to persons of **Aboriginal and / or Torres Strait Islander descent** (as permitted under The Victorian Equal Opportunity Act 2010 s12: “A person may take a special measure for the purpose of promoting or realizing substantive equality for members of a group with a particular attribute”)

- A supportive workplace that will help you to develop your skills and enter the workforce
- Not for profit Salary Packaging available
- Casual Position

### About the Organisation

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. 2023 marked a landmark year as VAHS proudly celebrated its 50-year of providing a comprehensive range of medical, dental, allied health and social services for our community.

As well as providing a variety of medical services, VAHS is committed to supporting the wellbeing 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, committed to child safety and wellbeing, and recruits staff in accordance with the Child Safe Standards Victoria.

### About the Opportunity

The Dental Assistant provides direct chair side dental assisting to oral health clinicians who are providing preventive and restorative health care both in clinical and outreach settings. 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. The Dental Assistant works as part of a multidisciplinary team, with the ability to rotate according to the requirements of the practice from reception to chairside to sterilisation duties.

### Key responsibilities

- **Dental Assisting:** Provide advanced chairside support, prepare equipment and materials, maintain strict infection control, ensure clinic cleanliness, sterilise instruments, restock and reset rooms, coordinate with clinicians, manage patient flow, maintain Titanium records, organise referrals, and promote dental health with clients.
- **Dental Reception:** Greet and direct clients, manage all incoming calls, book emergency and routine appointments, handle messages and faxes, process payments, liaise with patients and dentists, and ensure client screening is completed.
- **Sterilizing Room:** Clean, dry, bag, and sterilise all instruments; follow protocols for high-risk materials; prepare and coordinate impressions for labs; and comply with all infection control procedures.
- **General Duties:** Maintain confidentiality, keep all areas clean and sterilised, assist with major equipment cleaning, support the Medical Unit when required, uphold VAHS philosophy, and perform reasonable additional duties aligned with skills and training.

### **Prerequisites**

- Certificate III or IV in Dental Assisting or equivalent qualification.
- The capability and engagement to understand the philosophy and principles of Aboriginal Community Control and transforming it into practice.
- Demonstrated capability to achieve the key responsibilities.
- Demonstrated commitment to Health, Safety and Wellbeing of self and others and Child Safety.

### **How to Apply**

Please send your application, which must include a cover letter, resume and responses to the selection criteria, via [employment@vahs.org.au](mailto:employment@vahs.org.au) before Sunday 9pm, 14 December 2025.