VICTORIAN ABORIGINAL HEALTH SERVICE
Caring for the Community

Dental Clinic Coordinator

Position: Permanent, Full Time
Location: Fitzroy, with other locations as required.

- Salary Packaging options available
- 14-week paid parent leave
- Paid Christmas closure
- Professional development and training opportunities

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 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, committed to child safety and wellbeing, and recruits' staff in accordance with the Child Safe Standards Victoria.

About the Opportunity:

The position provides responsibility/accountability for the clinical practice of the Dental Assistant team, including mentoring, supervision, and assisting with annual performance planning. This position also coordinates the day-to-day clinical activities to ensure a smooth running of the service.

The position provides infection control auditing and reporting across both clinical and sterilisation activities as required and is responsible for the management and maintenance of instrument inventory, and the consumables ordering process in line with budgets, and in consultation with Senior Dentist and Program Lead.

Key Responsibilities:

- Program leadership and operational management include day-to-day coordination of clinical activities, including the Smile Squad program, and supervision of the Dental Assistant team.
- Service delivery, clinical safety and quality management including direct chairside assistance as required, and coordination of the program's audit and maintenance schedule.
- Practice evaluation and improvement including conducting regular hand hygiene and infection control audits, and monitoring and improving inventory management to reduce wastage.

- Teamwork and communication including onboarding of new staff, coordinating communication between reception and clinical teams and chairing regular team meetings.

Prerequisites:

- Victorian Working with Children's Check
- National Police Check
- Driver's License.

How to Apply:

Please send your completed application, which must include a cover letter and curriculum vitae, via employment@vahs.org.au before Sunday 9pm, 4 January 2026.

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").