

**POSITION DESCRIPTION – Dentist****Part 1 – Expectations for Your Role**

<b>Position</b>	Dentist
<b>Service / Program</b>	Primary Care / Oral Health
<b>Industrial Instrument</b>	Dentists - Victorian Stand-Alone Community Health (General Dentists') Enterprise Agreement 2018 - 2022 (No.2)
<b>Instrument Classification</b>	2A – 3E
<b>Reports to</b>	Senior Dentist
<b>Effective Date</b>	February 2026

## Key Deliverables

- Delivery of safe, ethical and high-quality dental services, accurate diagnosis and client centred treatment planning
- Provide oral health promotion and education to clients and/or carers regarding dental health preventive measures in a clinical setting
- Enhance patient throughput by ensuring efficient patient scheduling and demonstrating effective time management
- Ensure accurate recording of client data in Titanium and reporting in Riskman
- Maintain high quality client records as per AHPRA and DHSV guidelines and refer as required
- Maintain privacy and confidentiality regarding client records and information
- Promote healthy interpersonal relationships within the oral health team consistent with EACH values
- Attend and contribute at clinical meetings, peer review, oral health and site meetings
- Participate in ongoing training and development to maintain professional knowledge and skills
- Audit Policies and Procedures annually, identify gaps, and address them with stakeholders
- Meet service objectives, standards and targets; ensure Quality Assurance and continuous improvement
- Perform duties ensuring personal and workplace health and safety
- Adhere to Each infection control policy and safe management of medications

## Skills

- Excellent written and verbal communication
- Ability to work effectively within a team environment
- Highly motivated with well-developed interpersonal skills
- Commitment to customer focus, innovation, continuous improvement, flexibility and openness
- Intermediate IT skills



## Qualification/Registrations/Licences

- Current state-based driver's license
- Degree qualification in Dentistry
- Radiation Licence
- Current CPD as per AHPRA requirements
- First Aid and CPR competencies
- Immunisation status requirements

## Physical Requirements

- **Office Environment:** Sit for extended periods and use office equipment.
- **Data Entry:** Handle administrative tasks.
- **Office Mobility:** Move around the office and attend meetings.
- **Light Lifting:** Lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Read documents and communicate effectively in person and via phone/video.
- **Travel:** Travel locally to Each locations.

### Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

*If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.*



## POSITION DESCRIPTION - Employee

### Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

### Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

### Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

### Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

### Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

### Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

### Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all. These considerations extend to all of our customers inclusive of priority populations.



## Key Selection Criteria

### Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

### Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

### Mandatory Compliance

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia
- Consent to Each sharing relevant personal information with the Victorian Department of Education under Early Childhood Workforce Register obligations (If required for the role).

### Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.