

**POSITION DESCRIPTION – Oral Health Therapist****Part 1 – Expectations for Your Role**

Position	Oral Health Therapist
Service / Program	Primary Care
Industrial Instrument	EACH Health Professionals Enterprise Agreement
Instrument Classification	Grade 1 - 3
Reports to	Team Leader Clinical Care
Effective Date	May 2025

Key Deliverables

- Deliver safe, ethical, high-quality dental services, including diagnosis and client-centred treatment planning.
- Provide oral health education and promote preventive dental care to clients and carers.
- Participate in outreach services, including Smile Squad and Smiles 4 Miles.
- Accurately record clinical data in Titanium and maintain high-quality client records in line with AHPRA and DHSV guidelines.
- Report hazards and incidents to support community safety.
- Refer clients to appropriate specialist services when required.
- Ensure clinical documentation is audit-ready and meets compliance standards.
- Foster positive working relationships within the oral health team aligned with Each values.
- Attend and contribute to clinical, peer review, and team meetings.
- Engage in ongoing professional development and training.

Skills

- Time management skills prioritised.
- Well-developed interpersonal skills
- Demonstrated ability to communicate effectively with a variety of people including coworkers, clients, and other health professionals, including a high level of written and verbal presentation skills.
- Intermediate level IT skills
- Capacity to recognise own feelings and those of others, self-reflection and self-awareness

Experience and Knowledge

- Experience in a range of dental practices and procedures, including the provision of public dental services.
- Well-developed knowledge of the public dentistry environment and commitment to professional health and community service principles
- Experience preferred, but new graduates will be considered.



Qualification/Registrations/Licences (Mandatory only)

- Recognised Qualification as an Oral Health Therapist
- AHPRA registration & current Professional Development requirements as per AHPRA
- Radiation Licence
- CPR competency
- Immunisation Status – The successful applicant will be required to provide Each with serological immunity or vaccination history.
- Current state-based driver's licence

Physical Requirements

- **Office Environment:** Ability to sit or stand for extended periods and comfortable wearing PPE for long durations.
- **Data Entry:** Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Light Lifting:** Ability to lift and carry up to 5 kg
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.
- **Travel:** Ability to travel for outreach

**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.

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 Competencies/Licences

- 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

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.