

**POSITION DESCRIPTION – Trainee Dental Assistant****Part 1 – Expectations for Your Role**

Position	Trainee Dental Assistant
Service / Program	Primary Care / Oral Health
Industrial Instrument	Each Oral Health Enterprise Agreement 2024
Instrument Classification	Dental Assistant Trainee
Reports to	Team Leader – Customer Service
Effective Date	June 2025

Key Deliverables

- Work with, listen to, and respond appropriately to direction from members of the oral health team to contribute to safe, high-quality, efficient, and effective clinical care.
- Undertake and successfully complete all clinical and didactic modules for the Certificate III in Dental Assisting training program in a timely manner.
- Maintain a professional approach and foster good interpersonal relationships within the oral health team and with stakeholders and clients, consistent with Each values.
- Collaborate with senior dental assistants, clinicians, and other oral health team members to build skills that support optimal patient care.
- Show cooperation and flexibility in task performance, hours, days, and/or work location in accordance with program requirements and participation in team, clinical, and site meetings.
- Demonstrate the ability to work effectively in a team environment and communicate with a variety of people.
- Comply with National Quality for Health Care Standards, including managing the clinical environment, handling equipment appropriately, and following correct procedures for sterilisation of reusable medical devices.

Skills

- Ability to work effectively in a team environment with dentists, oral health therapists, prosthetists, and other staff as needed.
- Highly motivated with well-developed interpersonal skills, personal resilience, and the ability to relate well to a wide range of people.
- Intermediate level IT skills.
- Excellent organisational ability.
- Commitment to customer focus, innovation, continuous improvement, flexibility, and openness.

Qualification/Registrations/Licences

- Immunisation status: must provide evidence of serological immunity or vaccination history.
- Current state-based driver's licence.



Physical Requirements

- **Office Environment:** Ability to sit for extended periods and use office equipment.
- **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 (e.g., laptops or office supplies).
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.
- **Travel:** Ability to travel locally to Each locations.



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.