

Position title	Oral Health Therapist
Reports to	Oral Health Clinical Coordinator
Award agreement	Victorian Stand-Alone Community Health (Dental Therapists, Dental Hygienists and Oral Health Therapists') Enterprise Agreement 2018-2022
Classification	Dental Therapist Graduate–Level 2 (dependent on skills and experience)

About Your Community Health

Your Community Health is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are located in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services.

More information is available at: www.yourch.org.au

Vision	Health and wellbeing for everyone
Purpose	We partner with people and communities to deliver health and wellbeing services and promote equity
Our organisational values	<p>Courage</p> <ul style="list-style-type: none"> • We are progressive • We are creative and resourceful • We challenge the status quo for the benefit of our communities <p>Empathy</p> <ul style="list-style-type: none"> • We are caring and inclusive • We celebrate and value diversity • We work collaboratively and respectfully <p>Integrity</p> <ul style="list-style-type: none"> • We are ethical, honest, reliable and fair • We listen and are accountable to our communities • We earn and build trust <p>Achievement</p> <ul style="list-style-type: none"> • We are outcomes-focused • We are adaptable and always learning • We continuously improve •

Statement of Inclusivity

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQ+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

About the Oral Health team

The Oral Health team sits within the Integrated and Primary Care Directorate and delivers a full range of dental services and support programs. Our services are provided across three fixed clinic sites (Northcote, Preston and East Reservoir), as well as through mobile and outreach programs including Smile Squad and community-based care. Our team is passionate about advancing oral health for everyone, and we are proud to create a safe, inclusive, and responsive environment that reflects the communities we serve.

Position Purpose

Oral Health Therapists (OHTs) at Your Community Health deliver high-quality clinical care, oral health promotion and education in a variety of settings. They work within their scope of practice to improve oral health outcomes for priority and vulnerable communities.

This Position Description applies to both graduate and experienced OHTs. Responsibilities, supervision and clinical independence are tailored based on experience and classification level. Additional support and oversight is provided in accordance with clinical experience and need.

Position responsibilities

- Provide high-quality, person-centred dental care within full scope of practice, including adult scope where credentialed.
- Exercise clinical autonomy appropriate to experience, delivering care safely and competently.
- Work collaboratively with dental assistants and oral health practitioners to ensure seamless, team-based care.
- Deliver services across fixed clinics, mobile vans, schools, early childhood centres, aged care facilities, and other community settings.
- Provide oral health education and care through Smile Squad and outreach programs, using prevention-focused, trauma-informed, and culturally responsive approaches.
- Tailor communication and care delivery to meet diverse cultural, developmental, and health needs.
- Promote oral health through individual and group education, aligned with public health models.
- Use Titanium and other digital tools to maintain accurate clinical records and support data-driven care.
- Integrate digital workflows and AI-supported tools (e.g. CoTreat and 3Shape) to enhance diagnostics, treatment planning, and service improvement.
- Participate in audits, risk minimisation, case discussions, peer review, and continuous quality improvement activities.
- Engage in clinical supervision, reflective practice, and ongoing CPD to maintain AHPRA registration.
- Contribute to a positive learning culture, supporting student placements and mentoring junior staff.
- Collaborate respectfully with schools, aged care providers, community organisations, and families.
- Support achievement of KPIs for public dental service delivery.

- Comply with infection control, privacy, and documentation standards.
- Perform other duties as directed by the Oral Health Manager, Clinical Coordinator, or Senior Dentist.

Position requirements (qualifications, skills, knowledge and attributes)

Qualification, Registrations and Licenses

- Bachelor of Oral Health (or equivalent)
- AHPRA registration as an Oral Health Therapist
- Scope of practice for Adult Dental Therapy - Extended scope of Practice (desirable but not essential, upskilling provided).
- Ionizing Radiation Apparatus Use License in Victoria for Intra-Oral Radiography (Licence to provide dental panoramic radiography is desirable).
- Current Australian Driver's License

Skills, Knowledge and Experience

- Demonstrated experience in dental therapy and/or dental hygiene, including ability to work to full scope of clinical practice
- Well-developed clinical assessment and treatment planning skills
- Understanding of and commitment to community health and public oral health principles
- Experience working with clients who have physical or intellectual disabilities, or who belong to other special needs groups
- Commitment to deliver care that is culturally safe, trauma-informed, and inclusive of Aboriginal and Torres Strait Islander clients and people from culturally and linguistically diverse backgrounds
- Skills in oral health education and promotion
- Demonstrated ability to meet public dental service targets and contribute to program goals
- Strong interpersonal and communication skills, with clients, carers, and multidisciplinary teams
- Ability to speak a relevant community language is desirable
- Endorsed to provide adult scope of care (desired)
- Experience working in community or public oral health settings (desired)
- Familiarity with Smile Squad, school dental programs, or aged care outreach (desired)
- Commitment to cultural safety and trauma-informed care (desired)

Expected behaviours for all YourCH team members and volunteers

- Support the provision of services that are inclusive, safe and high quality
- Maintain staff, volunteer and client confidentiality at all times
- Work in partnership with the community, clients and staff to achieve our vision
- Ensure an inclusive and safe workplace for clients, visitors, volunteers and staff
- Work in accordance with Your Community Health Policies and Procedures

General

- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988
- The successful applicant is required to provide evidence of eligibility to work in Australia.
- Employment is contingent on a satisfactory Police Records Check, valid Working with Children Check, NDIS Worker Screening check clearance, and evidence of full COVID19 vaccination certification. Where the preferred applicant has lived or worked overseas for a continuous period of 12 months or

more within the past 10 years, they are required to provide an international police check for all countries that they have lived in for that period of time.

- Applicants who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form.
- Management, in consultation with the staff member, reserves the right to modify this position description when required

Relationship to Performance Development and Review Plan

This position description operates in conjunction with, and forms part of the relevant individual Performance Development Review Plan aligned to the organisational Strategic Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis

Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQ+ communities to apply.