



Position:	Trainee Dental Assistant (PN867)
Division:	Health Programs Division
Section:	Allied Health
Salary Level	General Officer Level 4
Position Reports to:	Team Leader – Dental Assistant
Location:	Alice Springs
Last Review:	August 2025
Eligibility:	Aboriginal Identified Position

Role Description

The Trainee Dental Assistant works under supervision with a multidisciplinary team delivering high quality, comprehensive and culturally safe oral health care services, while gaining a qualification and experience to confidently assist dentists during clinical treatment. The Congress Dental Service aims to improve the oral health and wellbeing of all Congress clients in Alice Springs and across remote Aboriginal communities in Central Australia.

It is an inherent requirement of the position that the trainee undertakes and completes a nationally accredited qualification as a Dental Assistant.

Occasional remote overnight travel is an inherent requirement of this position.

Team Description

The Congress Dental Service is located at our Gap Road Clinic in Alice Springs. The Congress Dental Service team comprises of a Senior Dentist, a Dentist, an Oral Health Therapist, a Team Leader – Dental Assistant, and Dental Assistants. The Dental Service is managed by the Senior Manager – Allied Health.

Congress provides a comprehensive primary health care service to Aboriginal people in Alice Springs and nearby remote communities. Further information is available at www.caac.org.au.

Responsibilities

<p>MAIN DUTIES</p> <p><i>(This is not a comprehensive list of all duties required of the position)</i></p>	<ul style="list-style-type: none"> • Undertake and complete a nationally accredited qualification (Cert III) in Dental Assisting in line with a study agreement. • Work towards developing skills in providing chair side assistance for dentists and oral health therapists for Congress clients in Alice Springs and across Congress' remote clinics. • Provide customer service to clients of the Dental Service, including greeting clients, phone duties, and arranging dental appointments. • Record client information into the Client Information System and assist with follow up and recalls as directed. • Perform sterilisation of medical instruments to ensure continuous workflow. • Assist with maintenance of dental equipment and stock management. • Assist the outreach dental services in remote clinics for up to a week at a time as required.
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	<ul style="list-style-type: none"> • Comply with infection control standards, policies and procedures to ensure client and employee safety. • Participate in the ongoing development and implementation of culturally appropriate oral health education resources for Aboriginal people and health professionals. • Undertake other duties (and training) that are safe, legal, logical, and responsible while being within the limits of employee’s skill, competence and training, consistent with the position classification.
<p>WORK ORGANISATION</p> <p><i>(Planning and coordination)</i></p>	<ul style="list-style-type: none"> • With support from the Team Leader – Dental Assistance, work under the direction and guidance of dental service staff to provide and promote a culturally safe, client focused comprehensive dental service within a primary health care framework. • Develop practical skills in dental assisting and work within scope of practice. • Participate in Congress’ Continuing Quality Improvement (CQI) program, working with other dental service staff to implement CQI activities. • Be an active team member and support a service-based work culture showing commitment to the organisation’s strategy, mission, vision and values outlined by the board. • Take all reasonable steps to support the employment, professional development, and promotion of Aboriginal people across all parts of Congress.
<p>WORK HEALTH AND SAFETY</p>	<ul style="list-style-type: none"> • Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace. • Follow defined service quality standards, policies and procedures. • Work in accordance with Congress’ WHS policy, the WHS Act, Regulations and Code of Practices. • Ensure WHS non-conformances or incidents/injuries are notified.
<p>SPECIAL TRAINEESHIP PREREQUISITES</p>	<ul style="list-style-type: none"> • The trainee Dental Assistant must undertake and complete an accredited Certificate III in Dental Assisting. • The trainee is responsible for the completion of workbooks provided by the registered training provider. These need to be carried with the trainee at all times and signed off by the Team Leader – Dental Assistance. • Complete the position training requirements within an agreed period of time. Termination of appointment may occur where requirements are not met.
<p>VALUES AND BEHAVIOURS</p>	<ul style="list-style-type: none"> • Conduct all work in line with Congress values which are: Cultural Integrity, Respect, Accountability, Compassion and Self-determination. • Apply the cultural framework and adhere to community specific protocols in all aspects of work with Congress. • Apply strict confidentiality practices and guidelines to all patient, client, personal and commercially sensitive information.

Person Requirements *(Qualifications & Attributes)*

ESSENTIAL

1. Is of Aboriginal descent; identifies as an Aboriginal person; and is accepted as an Aboriginal person by the Aboriginal community.
2. Demonstrates the ability and commitment to undertake and complete a minimum certificate III in Dental Assisting.

3. Demonstrates an interest in Aboriginal health issues and provision of assistance and care to others in the community.
4. Has effective communication and interpersonal skills, and is willing to discuss and demonstrate own knowledge and skills with work colleagues.
5. Understands confidentiality in a health setting as well as cultural sensitivity within the Aboriginal community.
6. Computer literacy with the ability to enter information into health databases.
7. Willingness, ability and appropriate levels of health and fitness to travel to and work from remote locations.

DESIRABLE

1. Ability to speak one or more local Aboriginal languages
2. Knowledge of Alice Springs and the Central Australian region
3. Current MR NT driver’s licence or ability to obtain

Appointment Conditions

- Employment with Congress is conditional on the employee providing NT Working with Children Check (Ochre Card), Satisfactory Criminal History Check.
- Employee interaction with residents within communities will be taken into account as part of the final performance assessment during the probation period.
- Persons being considered for a position with Congress may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.
- This position is only open to Aboriginal applicants. The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 57 of the Anti-Discrimination Act 1996 (NT)

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Position Description Authorised by: General Manager – Health Programs August 2025

ACKNOWLEDGEMENT I have received a copy of the Position Description and have read and understand its contents.		
Employee Name	Signature	Date
Supervisor Name	Signature	Date