

POSITION DESCRIPTION

Dental Assistant

POSITION DETAILS			
Department	Health Programs		
Position reports to	Lead Dental Assistant		
Direct reports	Nil		
Location	Richmond	Date approved	July 2026

Purpose of the position

The Flying Doctor Oral Health service provides high quality dental care to regional and remote Victorian communities through fixed and mobile clinics, and as a partner provider of Smile Squad, the Victorian School dental program.

The Dental Assistant is responsible for providing chair-side, administrative and sterilisation duties as part of the Flying Doctor Oral Health service, consistent with service requirements as set by RFDS and relevant stakeholders (i.e. Oral Health Victoria, RFDS-Federation).

Further, this includes responsibilities associated with patient care, patient safety, infection control, record keeping, scheduling and health promotional activities. This requires travel to various fixed and mobile locations in rural and remote communities across Victoria, including Primary and Secondary Schools.

Key Accountabilities	
Tasks and Responsibilities	• Provide chair-side assistance to dental practitioners in mobile and fixed locations • Prepare, maintain and monitor equipment, including the identification and reporting of equipment problems, breakdown, servicing and repair. • Maintain adequate stock for the effective provision of client care, including ordering, replenishing, unpacking, storing and rotation of consumables and equipment. • Maintain communication with team members and stakeholders for the coordination of activities and responding to client needs, enquiries and complaints as necessary for the provision of client care • Maintain effective practices for the cleaning, disinfection and sterilisation of instruments and equipment to prevent cross infection in accordance with National Standards, RFDS policy, procedures and relevant referenced guidelines • Maintain effective practices for the storage and disposal of clinical waste and sharps • Ensure that the standard of patient care is maintained at the highest possible level commensurate with RFDS, OHV and relevant stakeholder policy and the available resources • Support the dental practitioner to maintain accurate patient records, casework notes and health promotion documentation in accordance with OHV standards, guidelines and the Health Records Act • Assist with promotion of health programs to patients, stakeholders and other relevant parties

	This position will require regular travel throughout regional Victoria and where operationally required, weekend stays in regional locations.
Key Stakeholders	Internal • RFDS Oral Health program team members • Wider RFDS Victorian team members External • Client/patients • Host sites, organisations and Schools • Oral Health Victoria • Public and Private Dental Services

Key Selection Criteria	
Knowledge and Skills	1. Chair-side Competence: Aligned to experience, provides proficient chair-side support to dental practitioners, including patient safety and infection control. 3. Communication and Team Work: Strong communication, negotiation and interpersonal skills; with a solutions-focused, collaborative approach to teamwork and stakeholder engagement. 4. Infection Prevention and Control: Detailed understanding and practical application of infection prevention and control principles within the dental setting, including the cleaning, disinfection and sterilisation of dental instruments and equipment.
Qualifications and Experience	1. Relevant tertiary qualification (i.e. Certificate III, IV or equivalent in Dental Assisting) 2. Previous dental chairside and sterilisation experience within Australia 3. Previous experience with the provision of mobile dental services (highly desirable) 4. Current or willingness to obtain a Medium Rigid (MR) Drivers License for the purpose of driving RFDS dental trucks.

Checks, Licenses & Registration

Probity checks must be completed as indicated below:

It is the responsibility of both the Manager and Incumbent(s) of the role to ensure the employee(s) performing the role meet relevant requirements of Professional Standards/Codes of Conduct imposed by AHPRA, National Boards, or under Industry Codes.

☒ National Police Check/Criminal Record Check [Mandatory]	☒ Drivers License [required for travel to RFDS locations]
☒ Working with Children Check	☒ Discipline Specific Vaccination – Covid (3 doses)
☐ Professional Registration AHPRA Registration	☒ Discipline Specific Vaccination-Influenza
☒ Evidence of Right to Work in Australia [Mandatory]	☐ Discipline Specific Vaccination-Hep B or other

Important information

All Royal Flying Doctor Service of Victoria employees are mutually responsible for the success of the organisation.

The organisation is committed to creating an environment in which all employees can realise their full potential. In return all RFDS Victoria employees are expected to make contributions that positively impact our customers, our patients, our communities, our business and each other.

Therefore, employees are expected to meet their obligations under the relevant policies related but not limited to Child Safety and Workplace Health & Safety.

Approval

Signatures	
Employee:	
Manager:	
Date:	