Team Leader Dental Assistants

- Newly created position
- Full time or part time (4 or 5 days per week negotiable)

Plenty Valley Community Health (PVCH) is a Primary Health Service that provides a range of primary health, dental, disability, population health and social support services to the growing communities of the outer northern suburbs of Melbourne.

The Position

Our Dental Service has established an outstanding reputation for quality dental care within the community dental services. We provide a comprehensive range of dental health services to pre-school, school, youth and adults including private patients. We have a multidisciplinary team and we provide strong clinical professional development to all our team members. We have two dental sites; Epping and Whittlesea.

The Team Leader role is an exciting position with new reporting lines, we are looking for someone with exceptional people skills. Leading a team of approximately 20+ Dental Assistants, you will provide clinical supervision to the team from your vast experience as a clinical practitioner as well as manage the day to day activities such as rostering. This role is largely people focused however you will need to step into the clinic from time to time to cover staffing gaps. Reporting to the Clinical Manager you will have experience working in a large and very busy clinic. You will have the motivation and energy to effectively manage the day to day operations; to address issues that are presented as resolutions are required to ensure patients have minimal inconvenience. This is a great opportunity for someone who is striving for a leading role in their dental career. The right candidate will attract the right remuneration.

Key Selection Criteria

Applicants must have a Certificate III or above in Dental Assisting (or equivalent) along with substantial clinical experience as a Team Leader or a Senior Dental Assistant. Your capacity to work within a team structure in a busy practice combined with the ability to demonstrate leadership by example will be highly valuable for this position.

Benefits of working at PVCH

♦ Reduced-tax salary and other salary packaging benefits (Permanent or Fixed term positions only)
♦ Novated Car Lease option (Permanent positions only)
♦ On-going professional development
♦ Highly supportive culture with family-friendly practices
♦ Clinical and professional supervision

Applications

To view a position description and to apply for this position, please visit the “Careers” page at www.pvch.org.au. For further enquiries contact the direct supervisor of this position: Shibu Mathew, Clinical Manager, Dental Services on 8401 1376 (available Tuesday, Wednesday & Friday) or Fleur Clifton, Human Resources 9716 9414 Monday to Wednesdays only. Applicants to send a cover letter and resume.

Applications close on Friday, 18th November 2011

To apply, please visit the “Careers” page at www.pvch.org.au
or post to:
Human Resources, Plenty Valley Community Health, PO Box 82, WHITTLESEA VIC 3757