



# Dental Assistant Traineeships

Think about your **next move.**

Apply for a Dental Assistant Traineeship.



## BACKGROUND

SA Dental is a health unit within the Central Adelaide Local Health Network. We provide population health based dental services for children and eligible adults through clinics across South Australia in metropolitan and country areas.

Some clinics are located in hospitals or community health centres whilst others are located in school grounds or are discrete dental facilities. We also work in partnership with the University of Adelaide to educate and train many of the State's dental professionals.

SA Dental consists of 2 clinical Divisions:

1. Statewide Dental Service	2. Adelaide Dental Hospital (ADH)
<p>Provides dental services in the metropolitan and country areas of South Australia and is another key contributor to undergraduate dental students. The Division has two branches:</p> <ol style="list-style-type: none"> <li><b>School Dental Service</b> - all South Australian children (aged up to and including 17 years) are eligible</li> <li><b>Community Dental Service</b> - provides eligible adults with a range of general, emergency and removable prosthetic dental services. Adults (or their adult dependents) with a current Commonwealth government issued concession card are eligible to receive services.</li> </ol>	<p>The Adelaide Dental Hospital is a centre for undergraduate dental education in South Australia. It operates in conjunction with the University of Adelaide and a provider of Specialist services. The specialist services available are Oral and Maxillofacial Surgery, Orthodontics, Specialist Restorative and Special Needs.</p>

We also offer Dental Assistant Traineeships.

## DENTAL ASSISTANT TRAINEESHIPS

A Dental Assistant (DA) Traineeship is a 12-month program incorporating on-the-job training under supervision to develop the competency and skills required of a qualified DA in addition to undertaking the Certificate 3 in Dental Assisting at TAFE SA.

Each DA Trainee has a probation period during which time they and the employer assess their suitability for the 12-month program.

During the 12-month training program, DA Trainees learn and develop the skills to:

- > Provide chair-side dental assistance to dental practitioners
- > Prepare dental materials and equipment
- > Process, prepare and save radiographs
- > Maintain and promote infection control and contribute to reprocessing of reusable medical devices
- > Assist with oral health education as directed by the dental practitioner
- > Assist with routine administrative tasks including greeting clients, making appointments, answering telephone calls and entering patient details into records.

The DA Traineeship involves working closely with dental operators and their clients therefore communication skills and a willingness to learn about and assist in the oral health management of clients are essential.

At the completion of the 12-month training program, DA Trainees will have developed skills to enable them to gain their DA qualification to work in a diverse range of environments such as general and specialty areas, teaching clinics and aged care.

## ELIGIBILITY CRITERIA

To be considered for a SA Dental DA Traineeship, candidates must be:

- > A resident of South Australia
- > Aged between 17 and 24 years of age or 17 (and 30 years of age if you are of Aboriginal or Torres Strait Islander descent).
- > Have completed Year 11 as a minimum

No previous dental experience is required for a SA Dental DA Traineeship, but it would be an advantage to gain some relevant work experience to make sure this pathway is for you.

*(Please note: SA Dental is not able to provide work experience unless you are a Secondary School Student within an organised school work experience program).*

## ON THE JOB TRAINING COMPONENT - SA DENTAL

DA Trainees work under supervision in a SA Dental clinic and are mentored by experienced staff to develop their skills and knowledge to enable them to be job ready at the end of their 12-month contract of training.

The National Training Wage Traineeship Program Award of Pay determines trainee award wages. Rates of pay for Trainees reflect time spent at work and TAFE. The rate for each Trainee is calculated on the highest level of schooling achieved and the time since completion of their schooling.

Trainees with SA Dental are subject to the same terms and conditions of employment that apply to other SA Dental employees

Trainees are not guaranteed employment at the end of their traineeship, however, are eligible to apply for South Australian public sector positions advertised on the SA Health Careers website

## THE THEORY COMPONENT - TAFE SA CERTIFICATE 3 IN DENTAL ASSISTING

Throughout the traineeship you are required to complete Certificate 3 in Dental Assisting whilst also working in a SA Dental clinic. Metropolitan students attend classes (online or in person) one day per week during the semester. The external online program is also available to country trainees who have fortnightly lessons to join remotely, as well as attending TAFE SA Gilles Plains campus three times a year to complete compulsory topics.

SA Dental does release and pay DA Trainees to attend any required TAFE SA training days. The DA Trainees are responsible for the fees and costs associated with the Certificate 3 in Dental Assisting. Fee assistance for some Trainees may be available.

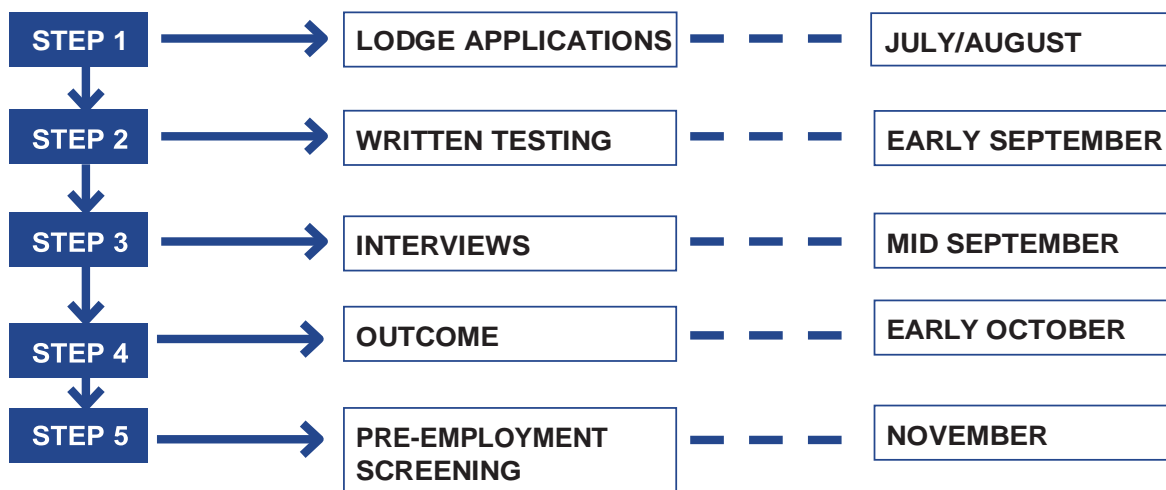
The Dental Assisting course comprises several units that must be successfully completed in order to be awarded the Certificate 3 in Dental Assisting.

For more information go to: [https://www.tafesa.edu.au/xml/course/aw/aw\\_TP00994.aspx](https://www.tafesa.edu.au/xml/course/aw/aw_TP00994.aspx)

## RECRUITMENT

SA Dental begins recruiting for the DA Traineeship program in September for the group commencing the following February.

The recruitment process and associated timelines aimed at finding suitable candidates for the traineeship roles are described below.



## STEP 1: APPLICATION

All vacancies are advertised on the SA Health Careers website ([www.sahealthcareers.com.au](http://www.sahealthcareers.com.au)), as well as I work for SA, Seek, Facebook and Instagram. Applications for Dental Assistant Traineeship positions can only be completed and lodged electronically when the application period is open. Candidates need to have email and internet access. The electronic application form requires candidates to upload information including proof of age, cover letter, resume and referee details. If the information is not provided, the candidates are prevented from proceeding through the application process. Candidates are also advised to ensure their immunisation evidence is current as proof of immunity to Hepatitis B and other major childhood illnesses will be required prior to employment.

## STEP 2: REFERENCE CHECKS

All candidates will be required to provide the names and contact details of three referees. Reference checks will be utilised to shortlist candidates before invitations are offered for written testing.

## STEP 3: WRITTEN TESTING

All candidates who pass the reference check stage will be required to participate in a written test. Relevant information on the DA Traineeship and SA Dental will be sent to candidates to familiarise themselves prior to the test. A minimum pass mark is required to be offered an interview.

## STEP 4: INTERVIEWS

Candidates who have reached the required pass mark are invited to participate in an interview undertaken by the DA Selection Panel. Interviews for metropolitan candidates are held at SA Dental Head Office, Roma Mitchell House, North Terrace Adelaide, while interviews for country positions may be undertaken by the SA Dental Manager and staff in that locality or conducted by telephone and/or online interview.

## STEP 5: OUTCOME

For candidates offered a DA Traineeship, documentation will be provided to complete the two mandatory pre-employment screening checks listed below:

- > **Healthcare Worker Immunisation Screening** – In addition to immunity to Hepatitis B, documented evidence of immunisations and blood test results for other conditions will be required at this stage to complete the Health Care Worker Immunisation Screening Form and gain a clearance to work with SA Dental.
- > **Working With Children Check (WWCC)** – for Working with Children Screening. National Police Checks are not sufficient to gain employment with SA Dental.

An offer of a traineeship is only able to be confirmed once these mandatory checks are cleared and approved.

## RECOMMENDED ACTION

To keep updated on DA Traineeship selection processes we recommend registering for a “**Job Alert**” on the SA Health Careers website.

- > Log onto the SA Health careers website [www.sahealthcareers.com.au](http://www.sahealthcareers.com.au)
- > When the page is loaded, select the “Job Alert” button on the left-hand side.
- > Enter your email address
- > Keywords: Dental Assistant
- > Tick the following items to ensure that all dental advertisements are drawn to your attention
  - Categories: Select All
  - Locations: Select All
  - Work Type: Select All

As positions are advertised, registered users will be sent an email to your nominated email address which will provide information of the positions available and a link to the position’s online application form.

# DENTAL ASSISTANT TRAINEESHIPS 2023

SA Dental is offering up to 30 Dental Assistant Traineeship positions at clinics across the state in 2023.

The 12-month Traineeship contract includes:

- > on the job training at a SA Dental clinic
- > completion of Certificate 3 in Dental Assisting through TAFE SA
- > \$19,677 - \$40,888 a year while training.

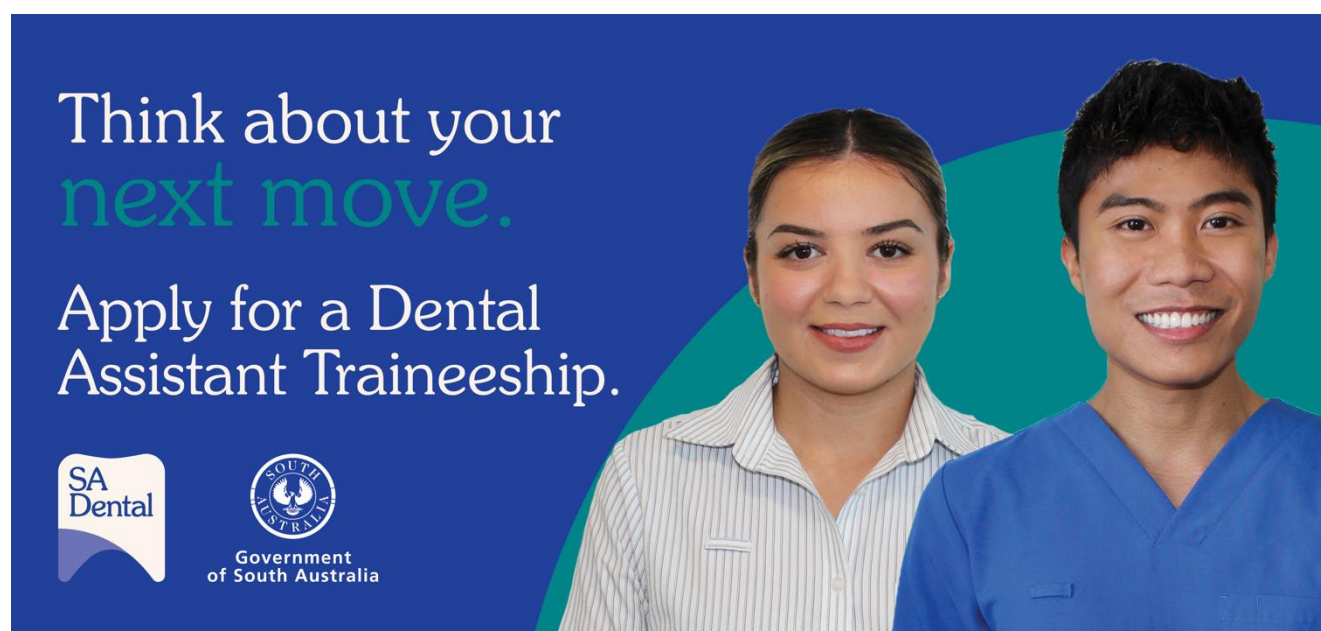
To qualify you must:

- > be 17 to 24 years of age (or up to 30 if Aboriginal or Torres Strait Islander)
- > have completed year 11 as a minimum.

Applications open 29 July – 21 August 2022 for the January 2023 intake.

For more information visit: [www.sahealthcareers.com.au](http://www.sahealthcareers.com.au)


Search Job No: 792853 at this website from 29 July – 21 August 2022 to apply.



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SA Dental

  
Government  
of South Australia

## FOR MORE INFORMATION

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