

Coonamble Aboriginal Health Service (CAHS) is seeking a skilled person to fill the position of full-time Dental Practice Manager.

The successful applicant will be responsible for the management and operation of Dental practices on a daily basis. They will manage the Dental team and provide support to the Dentist and visiting dental teams.

KEY SELECTION CRITERIA

- Certificate III or higher in Dental Assisting
- Certificate IV or higher in Leadership and Management
- Previous experience in the day to day running of a Dental Practice
- Proficiently operate Titanium Dental software
- Intermediate to advanced level of Microsoft Office programs
- Demonstrated ability in managing staff performance
- Excellent communication skills
- Ability to implement practices that will deliver exceptional patient experiences
- Current Criminal History Check
- Current NSW Working With Children's Check

ADDITIONAL FACTORS

- Current First Aid and CPR Certificate
- Proof of vaccination must be provided upon acceptance of appointment
- Possession of a current 'C' Class Open Driver's Licence valid in NSW

REMUNERATION RANGE - Will be based on qualifications & experience

All applications must include a **current resume** along with **cover letter addressing all Key Selection Criteria and Additional Factors** and be received by no later than Monday 20th November 2023. Applications can be sent to wannitag@cahs.net.au or PO Box 36, Coonamble NSW 2829 (Please note, all mail must be received by the closing date).