

GPHN081 - Aboriginal and/or Torres Strait Islander - Cert IV in Community Services Traineeship

Full time (1.0FTE) or Part time (0.8FTE), Fixed Term Position - upon traineeship completion – December 2026 (subject to funding)

WHO WE ARE:

Gippsland PHN is a not for profit charity that works at a regional level to achieve improved whole of system health care. Our vision is for a Measurably Healthier Gippsland. We work closely with the primary health care system, identifying opportunities to improve health outcomes in Gippsland communities. We do this through health system improvement programs, and by commissioning services to address local health needs via our regional commissioning role.

We aim to:

- Ensure health issues are prioritised, understood, and invested in, using local strengths;
- Build and support local capability in primary health care professionals;
- Enable transparent communication and information exchange across the primary health care sector; and
- Improve access in primary health services particularly for those at risk of poor health outcomes, and where gaps exist in hard to reach locations.

WHO WE ARE LOOKING FOR:

Aboriginal and/or Torres Strait Islander - Cert IV in Community Services Traineeship

We currently have a full time (1.0FTE) or part time (0.8FTE) Community Services traineeship available for an Aboriginal and/or Torres Strait Islander person. This role will support the Program Delivery Team to ensure the delivery of outcomes for commissioned services and/or projects.

Community Services Trainees will work within a multidisciplinary team providing support, monitoring and delivery of programs. Community Services Trainees will be expected to support a number of core activities and will act as a support person to internal and external stakeholders. Community Services Trainees will have dedicated time during work hours to attend and complete training requirements, working toward a certificate IV in Community Services.

We are looking for an astute, agile, dynamic, outcomes focused team member. Use your skills to complete work packages including but not limited to:

- Contribute to the delivery of commissioned service contracts and monitoring the delivery and compliance against any terms listed in the agreement. Participate in specific projects, working groups and committees as identified;
- Assist regional services team to support practice facilitation using a range of organisational development, project management, contract management, quality improvement, and practice improvement approaches and methods, to build the internal capacity of practices over time;
- Contribute to the collection of data to inform and support population health planning identifying the health needs of the region. Contribute to the completion of reports, data and analysis; and
- Provide considered advice to the Coordinator Program Delivery; ensuring operational risks, challenges, opportunities and key issues are identified.

WHAT WE OFFER:

- *attractive remuneration;*
- *salary packaging;*
- *a great organisational culture; and*
- *the chance for you to make a real difference to the health outcomes in our community.*

APPLY TODAY IF YOU:

- Are Aboriginal and/or Torres Strait Islander.
- Are committed to achieving a satisfactory completion of Cert IV in Community Services.
- Are reliable and responsible, with the ability to work as part of a team.
- Are willing to undertake and pass a police check.
- Have a desire to assist the Gippsland community.
- Have basic computer skills.

To apply: e-mail your cover letter and current resume to: recruitment@gphn.org.au

Applications must include a cover letter and current resume with two referees.

For assistance and support in applying, contact: Emma Mason Phone: 03 5175 5420 Email: recruitment@gphn.org.au

To view the position description click [here](#).

DIVERSITY AND INCLUSION:

At Gippsland PHN we value diversity and inclusion. We encourage and celebrate a diverse and inclusive workforce that embodies respectful, psychologically safe work practices where everyone can contribute. We value diversity in culture, ethnicity, race, sex, gender identity or expression, sexual orientation, age, disability status and neurodiversity.

APPLICATIONS CLOSE: Wednesday 4 June 2025

All enquiries and applications will be handled professionally and with the strictest of confidence.

