

Certificate III Business Traineeship



Are you an Aboriginal or Torres Strait Islander and interested in a Certificate III in Business Traineeship?

Two opportunities exist to complete this traineeship at Latrobe Regional Health, starting in March 2024.

Earn money whilst you study! This traineeship offers you 32 hours of work (3 days) per week, and 16 hours (2 days) of dedicated study for 12 months at Gipps TAFE Traralgon Campus. Upon completion, you will receive a nationally recognised qualification!

What will this Traineeship give you?

Mentorship: Receive guidance and mentorship from experienced business administrative professionals within various departments, whilst also having the support of our Aboriginal and Torres Strait Islander Employment Project Officer.

Career Development: Exposure to the administrative side of LRH, introductions to customer service skills, communication skills and learning the insights of overall business success.

Cultural Inclusivity: Embrace a supportive and inclusive environment that respects and values your cultural identity.

Learning and Development: In classroom learning at Gipps TAFE, with supportive teachers

Hands on Experience: On the job training with our experienced Clerical Staff on our Medical and Surgical wards, as well as reception areas. Help our People and Culture team with various administrative roles, and be apart of a great team!

What does hands on experience look like?

- Customer service, answering phones and emails
- Admissions, discharges and filing of patient documentation
- Assisting our People and Culture team with contract administration and other administrative tasks
- Learning computer skills, and LRH medical record programs

Apply now, If you are:

- Aboriginal or Torres Strait Islander
- Reliable and responsible, with the ability to work as part of a team
- Open to undergoing and successfully passing a police check
- Committed to learning and achieving the requirements of Cert 3 in Business Administration
- Have an interest in business administration and enhancing your customer service skills
- Fully vaccinated against COVID-19

Apply now!

To submit an application or for more information visit: <https://lrh.mercury.com.au>



Applications must include:

- Current resume
- Cover letter
- Two referees that LRH can contact

For more information:

Stephanie Glossop

Aboriginal Employment and Traineeship Project Officer

P: 5173 8685

E: Stephanie.Glossop@lrh.com.au

For assistance and support in applying:

Joanne Brunt or William Maynard

Indigenous Employment Program

P 1300 367 700

E Indigenousemployment@latrobe.vic.gov.au