



## POSITION DESCRIPTION

### Community Care Traineeship

#### OUR VISION

Supporting & enriching the lives of people in our local community through caring and compassionate services

#### WHAT WE VALUE

##### COMMUNITY

We value the diverse local communities we serve and the opportunity to build respectful and trusting relationships.

##### INTEGRITY

We aim to make ethical, transparent, and well-intentioned decisions for the benefit of the community we serve.

##### SOCIAL JUSTICE

We strive for equity where the community we serve are treated with compassion, respect, dignity, and fairness.

#### OUR PRINCIPLES

**Principle 1: Georges River Life Care is aligned to the mission, values and vision of GRLC.**

**Principle 2: Georges River Life Care provides strategic service offerings within our capacity and resources**

**Principle 3: Georges River Life Care is driven by people and relationships.**

#### POSITION OVERVIEW

<b>Position:</b>	Community Care Traineeship
<b>Direct:</b>	Community Care Manager - Peakhurst
<b>Time Commitment:</b>	16 hours / week - 2 years
<b>Last Updated:</b>	March 2026
<b>Award</b>	Community Services Traineeship Award

## KEY RELATIONSHIPS

<b>Internal:</b>	Life Care CEO, Community Care Managers, Life Care staff and volunteers,
<b>External:</b>	External Partners/Suppliers, Community Connect families

## POSITION DESCRIPTION

The Community Care Trainee role provides a supported pathway into the community services sector through a combination of structured learning, practical on-the-job experience, and mentoring and supervision.

The trainee will contribute to key Life Care programs while working toward a nationally recognised qualification in Community Services.

This program also seeks to intentionally develop passionate individuals who are part of the Georges River Life Church community, providing opportunities to grow in practical service, leadership and community engagement.

Through this traineeship, participants will gain experience supporting individuals and families facing hardship while developing the skills, confidence and values required to work effectively in community services.

The program aims to nurture individuals who are committed to serving their community with compassion, integrity and dignity.

The traineeship is a two year commitment with the expectation that qualification will be successfully completed during that time.

## MISSION ALIGNMENT

Georges River Life Care exists as an expression of the mission and vision of Georges River Life Church.

This role contributes to that shared mission by:

- Demonstrating care, dignity and compassion in action
- Supporting environments where belonging and trust can grow
- Helping ensure Life Care remains relational, not transactional

Through practical service and presence, this role reflects GRLC's commitment to loving people and strengthening community.

## ROLE RESPONSIBILITIES OVERVIEW

### Key Areas of support:

#### Community Relief & Community Connect

- Assisting with preparation and distribution of food hampers
- Supporting Community Connect gatherings and activities
- Helping create a welcoming and inclusive environment for community members
- Assisting with program set up and pack down
- Supporting volunteers during program activities
- Providing administrative support to the Relief Centre operations

#### Emergency Relief (ER) & Case Work Support

- Assisting with ER distribution
- Supporting basic intake processes where appropriate
- Preparing resources and documentation for ER appointments
- Providing general administrative support to the case work team

#### Legal Support Clinic Coordination

- Scheduling legal appointments for community members
- Managing appointment reminders and confirmations
- Following up with participants regarding appointments or referrals
- Assisting with basic reporting and record keeping

#### Learning & Development

- Enrol in and complete a Certificate III or IV in Community Services
- Participate in structured learning delivered through an accredited training provider
- Complete required training modules and assessments
- Participate in regular supervision and mentoring
- Demonstrate progress toward traineeship milestones

## QUALITIES/ EXPERIENCE

### Essential Qualities/ Experience

- Ability to maintain a professional and mature approach to work, which reflects our values and principles
- Partner of GRLC and with a demonstrated commitment to its mission and vision.
- A willingness to learn and grow
- Friendly & approachable personality



- Excellent time management & organisational skills
- Excellent administration skills including Excel, Word, Outlook and Teams
- A passion for serving our local communities.
- Ability to prioritise tasks and work to schedules/deadlines.
- Attention to detail

### **Desirable Qualities / Skills**

- Experience in managing volunteers
- A commitment to volunteering within the life of GRLC.
- Multilingual
- Drivers Licence

### **SAFE CHURCH & OTHER POLICY REQUIREMENTS**

Position must complete the following forms and processes BEFORE they can begin serving:

- a. Ministry screening questionnaire (<WWCC required / WWCC not required>)
- b. General Induction Video and Quiz
- c. <Leader/Serve> Level Code of Conduct for Volunteers
- d. <Ministry Name> Specific Induction
- e. Creating Safe Spaces Training (Only for over 16)
- f. Police Check

*Endorsement by a leader will also be required which includes a ministry interview and reference checks. If you would like to trial the role, you have the capacity to do that after submitting a MSQ/already have a MSQ.*

### **OUR COMMITMENT TO YOU:**

#### **Your leaders' commitment to you:**

- Regular supervision from Life Care staff
- Mentoring and guidance from program leaders
- Opportunities to observe and learn from experienced staff
- A supportive environment that encourages personal and professional growth

I accept these terms as detailed in this position description

Signed: \_\_\_\_\_

Date: \_\_\_\_\_