

## What qualifications do you need?

For some specific roles we look for people with skills and qualifications in areas such as:

- social and youth work, psychology, welfare and related disciplines
- health economics, health policy and other health disciplines
- economics and accounting
- information technology
- humanities
- languages
- business
- science
- law.

## Employment programs

The department provides a range of traineeships, scholarships and recruitment schemes:

- Victorian Public Service Graduate Recruitment Scheme (GRS)
- Youth Employment Scheme (YES)
- INTRAIN (Indigenous Training and Recruitment Initiatives Program).

To learn more about these programs and the qualifications you may need for particular jobs visit [www.dhs.vic.gov.au/careers](http://www.dhs.vic.gov.au/careers) or contact us directly via email at: [jobs@dhs.vic.gov.au](mailto:jobs@dhs.vic.gov.au)

## Want to know more?

For more information about careers in the Department of Human Services visit:

[www.dhs.vic.gov.au/careers](http://www.dhs.vic.gov.au/careers)

or the Victorian government careers website:

[www.careers.vic.gov.au](http://www.careers.vic.gov.au)

Look out for job opportunities advertised in major, local and regional newspapers, as well as some Aboriginal and ethnic publications.

You can also talk to our human resources representatives in the following regional offices:

### Metropolitan

North and West	(03) 9275 7000
Southern	(03) 9213 2676
Eastern	(03) 9843 6042

### Rural

Barwon-South Western	(03) 5226 4901
Gippsland	(03) 5177 2516
Grampians	(03) 5333 6017
Hume	(03) 5722 0546
Loddon Mallee	(03) 5434 5635

If you would like to receive this publication in an accessible format, please phone (03) 9096 7614 using the National Relay Service 13 36 77 if required.

Department of Human Services

# Jobs that make a difference

**more choice** *professional development*  
great prospects **secure employment**  
*work with great people* **responsibility**  
socially responsible jobs **appreciation** *team work*  
*job variety* **jobs to suit my lifestyle**



The Department of Human Services is an Equal Opportunity Employer and values diversity.

Choose a career with the Department of Human Services

## A career in the Department of Human Services

People who work for the Department of Human Services do interesting and important work. The work they do makes a positive difference to the health and wellbeing of the Victorian people, particularly those who are most vulnerable and in need of additional support.

We recognise that our people are our strongest asset and value the contribution of every employee.

Equally we are committed to developing a workforce that is well equipped and highly motivated to provide responsive and quality services to the people of Victoria.

If you're looking for a career that's challenging and exciting and want to make a difference in the lives of individuals, families and communities then we want to hear from you.

### What can we offer you?

With a diverse range of career opportunities and great lifestyle benefits, we offer:

- challenging and inspiring work in supportive environments
- the opportunity to work with passionate and dedicated people
- career and lifestyle options in metropolitan or regional locations
- continuous learning and development programs
- connections with social and professional networks
- flexible work arrangements and attractive employment benefits.

Whether your role involves:

- interacting directly with clients
  - working in partnership with agencies and organisations
  - new approaches to service planning and delivery, or
  - developing policy and programs
- you will be helping to make Victoria a stronger, more caring and innovative state. You will be making a difference!

### What types of careers?

The types of jobs are as diverse as the people who work here with over 300 different job types in over 600 locations, presenting opportunities for a stimulating and varied career.

Our 13,000 employees deliver services to improve the health and wellbeing of all Victorians.

Opportunities include careers as:

- **health and community services professionals** developing policy, advising and administering programs in health, disability, community care and housing services
- **community services delivery staff** responsible for the care and case management of children and young people at risk, young offenders, people with a disability and tenants in public housing
- **project managers** with skills in policy development and analysis
- **contract managers** with skills to build relationships and monitor and evaluate contracts
- **IT professionals** working with leading edge technology
- **business support professionals** such as accountants and financial analysts

- **business professionals** such as service regulation, lawyers, human resource and industrial relations professionals
- **corporate support staff** such as executive assistants, receptionists and customer support roles.

### What are we looking for?

We value diversity and respect human rights and encourage people with different backgrounds, experiences and perspectives to come and work with us.

We employ school leavers, graduates, experienced professionals, people returning to work and people who are looking for a career change.

In particular, we are looking for people who can bring fresh thinking to the many challenges involved in providing high quality and innovative services to our clients.

We need people who are:

- committed and passionate about what they do
- interested in working with people
- able to work as part of a team
- flexible and resilient

and have:

- analytical and creative thinking skills
- organisational ability
- integrity and honesty
- interpersonal skills
- self-confidence
- initiative
- energy.

**more choice** professional development great prospects  
secure employment **work with great people** responsibility  
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