

Financial Inclusion Educator

For this position, preference may be given to persons of Aboriginal and / or Torres Strait Islander descent (as permitted under The Victorian Equal Opportunity Act 2010 s12: “A person may take a special measure for the purpose of promoting or realizing substantive equality for members of a group with a particular attribute”).

A supportive workplace that will help you to develop your skills further

Not for profit Salary Packaging available

Part-time (0.8EFT), fixed-term contract

About the Organisation

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. 2023 marked a landmark year as VAHS proudly celebrated its 50th year of providing a comprehensive range of medical, dental, allied health and social services for our community.

As well as providing a variety of medical services, VAHS is committed to supporting the wellbeing of the community through contributions to community events and activities. VAHS is also committed to assisting research into the ongoing needs of the community.

VAHS is a child safe organisation, committed to child safety and wellbeing, and recruits staff in accordance with the Child Safe Standards Victoria.

About the Opportunity

VAHS is looking for someone interested in supporting the Community to feel more confident with money. You don't need to be a financial counsellor—just bring your energy, people skills, and willingness to learn.

You'll work with our Financial Counsellors and health team to run workshops and one-on-one coaching—both in person and online. This role is about helping people facing issues like rental stress or debt & loan issues to build their money skills and make good, informed choices about spending and saving money and avoiding debt traps.

Key responsibilities

- Undertake a short 'Financial Literacy' Certificate Course – to increase your knowledge and skills
- Talking with clients about their money situation and linking them with the right support information and services.
- Assist in organising fun and practical workshops to build money confidence.
- Assist in developing culturally safe information fact sheets for the local Community
- Support people one-on-one with money management coaching.
- Notice when things like financial stress or rent arrears, fines or other risks come up and connect people to the right help.

- Build links with Community groups and services.
- Ability to work in an open office environment and collaborate with other Team members.
- Keep records up to date and learn data entry skills.

Prerequisites

- Tertiary Diploma or Certificate in Health or Community Services, **OR**
 - Willingness to complete the following short financial literacy units (supported by VAHS):
 - CHCFLE301A – Work with clients needing financial literacy education.
 - CHCFLE302A – Educate clients in fundamental financial literacy skills.
 - CHCFLE303A – Educate clients to understand debt and consumer credit.
- Victorian Working with Children's Check
- National Police Check
- Drivers Licence

How to Apply

Please send your application, which must include a cover letter and curriculum vitae, via employment@vahs.org.au before Sunday 9pm, 2 November 2025.