



Gold Coast Health **LEAP** Program

Business Intern (Child Development Service)

Southport Health Precinct

An opportunity exists in the Child Development Service to complete a Business Internship. You'll be supervised by Naomi Cooper.

About Gold Coast Health

Gold Coast Health is one of Queensland's largest healthcare services. We operate three hospitals and many community facilities, all focused on delivering high-quality, patient-centred care. Our team is passionate about making a positive impact on the lives of our patients and the community.

About the LEAP Program

The Learning Experience Academic Placement (LEAP) program offers non-clinical internships for students who want to:

- Gain real-world experience in healthcare (without needing a clinical background)
- Work on meaningful projects that make a difference
- Explore career pathways in a dynamic and growing industry

About the Team

Child Development Service are a community-based, multidisciplinary service that specialises in the assessment and ongoing support for children and young people with developmental and behavioural concerns.

About the Role/Project

As a Business Support Intern, you will have the opportunity to work alongside a busy health administration team to gain practical knowledge and build real-world skills. Throughout the placement you will;

- Assist with reporting, data audits and business processes including documentation.

- Liaise with the Child Development Service (CDS) administration and the clinical team to support the development of quality business practices, including the appropriate flow of patients.
- Assist in developing the data collection method that will cover all aspects of the CDS, including methods of maintaining client confidentiality, data security and integrity, including quality audits of available data to maintain systems integrity.
- Coordinate and support CDS staff recruitment activities.

What we are looking for

We're looking for someone who is:

- Curious and eager to learn
- Able to work collaboratively
- Interested in gaining hands-on experience in a real-world environment

Preferred Areas of Study

This opportunity is best suited to students studying:

- Business - (Human Resources, Employment Relations, Logistics and Supply Chain, Management/Business)

Requirements and Time Commitment

Placement: 1 day per week for 12 weeks (14 September to 04 December 2026)

Eligibility: Must be enrolled at a tertiary institution (university or TAFE)

Insurance: Indemnity insurance form from your university required before starting

**Please note the time commitment may be negotiated to align with semester dates for academic credit where possible.*

Accessibility

Gold Coast Health values and celebrates diversity and inclusion and are dedicated to creating a workforce reflecting the community we serve. If you need any adjustments or support, our team is always here to help.

How to Apply

Submit your application to your University Work Integrated Learning (WIL) Coordinator / Career Development Team or directly via the [Gold Coast Health Careers Page](#).

In your application include:

- Current resume
- Contact details of 2 referees
- Academic transcript
- Cover letter (1-2 pages) explaining what you hope to gain from this experience.

Applications close: Midnight on Sunday, 12th July 2026

Please note: Shortlisted candidates will be contacted by a private phone number or via email.