



## Settlement and Employment Facilitator

- ✓ **Full time fixed term contract (35 hrs per week to 30 June 2022) with possibility of extension**
- ✓ **Flexible working conditions**
- ✓ **Attractive not-for-profit salary packaging options**

**Metro Assist Limited** (formerly Metro Migrant Resource Centre) has an exciting opportunity for a motivated and experienced Settlement and Employment Facilitator to join our Settlement and Employment team.

The Settlement and Employment Facilitator position works across two main programs Metro Assist is funded to deliver as a sub-contractor to SSI: the ParentsNext program and the Settlement Engagement and Transition Support (SETS) program.

The ParentsNext program aims to support parents with young children to become job ready. The position is responsible for undertaking assessment and casework with the client, identifying barriers to employment, and actively working with the client and with services providers to address these employment barriers. The role is required to strictly follow processes and achieve KPIs for the ParentsNext program.

The SETS program aims to assist newly arrived migrants and refugees to become self-reliant, participate fully in the broader community. The Settlement and Employment Facilitator will work in collaboration with team members in the Settlement and Employment Team to implement activities that target eligible SETS target groups with a focus on the Chinese community in the Canterbury-Bankstown and Inner West areas.

This will be achieved through casework, referrals and group information and education sessions. Community development will be facilitated by assisting community groups to organise, identify needs and plan services to assist their settlement. The project will work in partnership with mainstream service providers to improve client access to these services.

The Settlement and Employment Facilitator must adhere to both the SETS, ParentsNext and Metro Assist reporting requirements – and must remain informed of any program, policy, legislative and service changes as they develop.

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## Essential Selection Criteria

- Tertiary qualifications in community service or social science
- Proven understanding of current services and providers in the settlement, community, family or employment services sector
- Understanding of 'person-centred' case management and casework experience in a cross-cultural context
- Experience in organizing community based group activities
- Excellent communication and interpersonal skills
- High level of administrative, organisational skills and attention to details
- Strong computer literacy skills
- Current driver's license and access to a vehicle with comprehensive insurance; willingness to work across Metro Assist's sites in Bankstown, Condell Park, Campsie, Homebush, Ashfield and Marrickville; as well as potential outreach locations in Burwood, Strathfield and Rhodes areas
- Prepared to undergo a National Police and Working with Children Check
- Be competent in both speaking and written Chinese (Mandarin)

## HOW TO APPLY

**Applications close 21 July 2021** and must be submitted to: [recruitment@metroassist.org.au](mailto:recruitment@metroassist.org.au)

Your application must address each of the selection criteria and include:

- A cover letter
- Statement against selection criteria
- A current resume including your full name, postal address and contact number
- Two of the most recent work-related referees stating names, positions and contact details

For enquiries regarding this position, please contact our HR Manager Michelle Aldred, on (02) 9789 3744 or email: [recruitment@metroassist.org.au](mailto:recruitment@metroassist.org.au).

***Metro Assist is an Equal Opportunity Employer and is committed to achieving diversity within the workplace. Applications from Aboriginal and Torres Strait Islanders, people from culturally diverse backgrounds and people with disabilities are encouraged.***

***All offers of employment are subject to a satisfactory National Police Check and provision of a current Working with Children Check.***

***The successful applicant will be required to provide evidence of appropriate legal rights to work in Australia.***

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