



ParentsNext Employment Facilitator

- ✓ Flexible working conditions and Above Award wages
- ✓ Attractive not-for-profit salary packaging options
- ✓ Casual role conveniently located in Campsie

Metro Assist Limited (formerly Metro Migrant Resource Centre) has an exciting opportunity for a motivated ParentsNext Employment Facilitator to join our Employment Team on a casual basis, up to 35 hours per week with the possibility of a more permanent ongoing opportunity.

The ParentsNext program aims to support parents with young children to become job ready. The position is responsible for undertaking assessment and casework with clients, identifying any 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 ParentsNext Employment Facilitator must adhere to both the ParentsNext and Metro Assist reporting requirements – and must remain informed of any program, policy, legislative and service changes as they develop.

A detailed position description is available on our website: www.metroassist.org.au/workwithus

Generous salary packaging options are available. The successful applicant will also benefit from ongoing support & supervision, flexible working conditions to maintain excellent work-life balance, and our Employee Assistance Program.

Essential Selection Criteria

- Tertiary qualifications in community service or social science
 - Proven understanding of current services and providers in the employment services sector
 - Understanding of 'person-centred' case management and casework experience in a cross-cultural context
 - 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
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HOW TO APPLY

Applications close 10 April 2023 and must be submitted to: 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.

Metro Assist is an Equal Opportunity Employer and supports an inclusive approach in the workplace. We celebrate our diversity and welcome applications from all cultures, ages, religions, genders, LGBTQIA+ people, Aboriginal and Torres Strait Islander peoples, and people with disabilities.

All offers of employment are subject to a satisfactory National Police Check, provision of a current Working with Children Check and an “up to date” Covid-19 vaccination status.

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