



## Settlement Generalist Worker

- ✓ Part time fixed term contract (21 hrs p/wk)
- ✓ Flexible working conditions and Above Award wages
- ✓ 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 Generalist Worker in our Settlement (SETS) Program.

The SETS program aims to assist newly arrived migrants and refugees to become self-reliant, participate fully in the broader community. The Settlement Generalist Worker will work in collaboration with team members in the Settlement Team to implement activities that target eligible SETS target groups 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 Generalist Worker must adhere to both the SETS 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](http://www.metroassist.org.au/workwithus)

**The salary is based on the SCHCADS Award, and 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 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
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- 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

#### **Desirable Selection Criteria**

- Bilingual in a community language: Vietnamese, Urdu, Bengali or Arabic

#### **HOW TO APPLY**

**Applications close 10 October 2022** 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 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.***

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