



metro assist

## Family Caseworker

- ✓ Full time fixed term position 35 hrs p/wk
- ✓ Attractive not-for-profit salary packaging options
- ✓ Generous leave entitlements

**Metro Assist Limited** (formerly Metro Migrant Resource Centre) is seeking a full time qualified and experienced Caseworker to be part of a vital service that makes a real difference to the wellbeing of families. Our team is primarily based in Ashfield, with offices in Campsie and Strathfield.

Metro Assist provides settlement and multicultural services, family services, emergency relief, tenancy advice, financial counselling and undertakes community development projects and initiatives. More information about Metro Assist is available on our website [www.metroassist.org.au](http://www.metroassist.org.au).

Our programs provide targeted child, youth and family support services to reduce the likelihood of children and young people entering or remaining in the child protection and out-of-home care systems. These services are provided along a continuum of family and community needs – from lower-level parenting and youth support to intensive family and youth interventions to prevent children and young people from coming into care.

The role of the caseworker is to:

- Deliver child and family support through home visits
- Deliver youth and family support through skills focussed groups including parenting, program, skills and support groups
- Deliver collaborative family support within an Early Intervention Framework
- Develop and implement relevant data reporting tools that will be used for internal (Metro Assist) and external (CYFS and Families NSW) reporting
- Maintain data relating to the above activities and reports via the Family Manager

The salary is based on the SCHCADS Award. In addition, a generous tax free salary package is available. The successful applicant will also benefit from ongoing support, training and flexible working conditions.

A full position description is available on our website <http://www.metroassist.org.au/get-involved/work-with-us.htm>

### **Essential Selection Criteria**

1. Demonstrated experience in casework/case management roles in early childhood/family support/welfare sector
2. Relevant tertiary qualifications - minimum Diploma in Community Services
3. Understanding of the community development process including facilitating workshops and programs
4. Experience working with parents and their children from disadvantaged CALD and refugee communities
5. Experience and understanding of administrative, accountability and data management processes associated with case management
6. Strong interpersonal skills and demonstrated experience in developing professional and interagency relationships
7. Demonstrated ability to work independently and collaboratively as part of a team

### **Desirable Selection Criteria**

1. Ability to write succinct and accurate reports and to communicate effectively with team members, management and Departmental officers
2. Accreditation in Triple P and other parenting programs
3. Current driver's license and own vehicle
4. Bilingual speaker (Arabic, Chinese or Vietnamese)

### **HOW TO APPLY**

**Applications close 12 January 2018** 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 Michelle Aldred on (02) 9789 3744 or email: [recruitment@metroassist.org.au](mailto:recruitment@metroassist.org.au)