



Employment Support Facilitator

**Full time fixed term contract 28 hrs per week
Attractive not-for-profit salary packaging options**

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

We are rapidly expanding our services in the employment area and are sub-contracted by Settlement Services International (SSI) in delivering the ParentsNext Program, Refugee Employment Support Program (RESP) in addition to our own SkillME and PowerMe Program. These programs are designed to support clients through pre-employment activities, engaging in training and securing employment.

The Employment Support Facilitator will be responsible for undertaking assessment and casework with clients, identifying barriers to employment, and actively working with the client and services providers to address these employment barriers. The Facilitator may also be responsible for developing the capacity of clients by organising employment related activities and training courses, and ultimately placing clients into jobs or reach their identified goals prior to re-entering the workforce. At least 60% of this role will be dedicated on the ParentsNext program.

This role will work across all employment programs and be responsible for employer engagement and relationship development, including building networks and partnerships with industries, business and potential employers. It will advocate for our clients to employers and assist them in gaining opportunities and employment.

The Employment Support Facilitator will work closely with the Employment Services Manager and the rest of the employment team within Metro Assist as well as staff members across all our service programs, including the Settlement Services Team, Family Team, Tenancy and Financial Inclusion Team.

Essential Selection Criteria

- Tertiary qualifications in community service or social sciences
- Demonstrated knowledge of employment issues affecting refugees and humanitarian entrants
- Demonstrated experience in providing employment support services to migrants and refugees
- Proven understanding of current services and providers within the vocational training and employment services sector
- Understanding of 'person-centred' case management and casework experience in a cross-cultural context
- Experience in business development and employer engagement
- Excellent oral and written communication 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
- Prepared to undergo a National Police and Working with Children Check

Desirable Selection Criteria

- Bilingual

HOW TO APPLY

Applications close 21 January 2019 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 Michelle Aldred on (02) 9789 3744 or email: 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.