



metro assist

## Financial Capability Worker

- *Part time role 3 days (21 hrs p/wk) per week to 30 June 2025 with possibility of extension*
- *Generous salary packaging options plus meal and entertainment benefits*
- *Additional paid leave options*
- *Convenient Campsie and Bankstown location*

Metro Assist (formerly Metro Migrant Resource Centre) is seeking a motivated Financial Capability Worker to join our dynamic organisation which is committed to making a positive impact in people's lives.

Metro Assist is committed to social justice and empowering our clients to achieve their full potential in life. We provide settlement services, employment support, family services, emergency relief, tenancy advice, financial counselling and undertakes community development projects and initiatives. More information about us is available on our website: [www.metroassist.org.au](http://www.metroassist.org.au)

### About the Role

If you are looking for an opportunity to support clients facing financial hardship, and improve their financial capacity & literacy, then this role is for you.

Through the facilitation of educational sessions within the community, the Financial Capability Worker will provide valuable insights and resources to help clients build essential budgeting skills and make informed financial decisions. Additionally, they assess clients eligible for Emergency Relief (ER) and Emergency Assistance (EAPA) to provide tailored support and guidance.

By fostering a supportive environment and offering practical assistance, Metro Assist strives to empower individuals to achieve greater financial stability and wellbeing.

**The salary is based on the SCHCADS Award with Above Award rates of pay, generous salary packaging options are available to increase your take home pay, additional paid leave days are provided to all staff, and flexible/hybrid working options are available. The successful applicant will also benefit from ongoing support & supervision, and have access to our confidential Employee Assistance Program offering a range of wellbeing supports.**

### Selection Criteria

- Minimum Certificate III or IV in business administration or community welfare or relevant discipline
- Demonstrated experience in a similar role
- Ability to follow program guidelines and eligibility criteria
- An ability to relate to people from diverse backgrounds and cultures in a culturally appropriate manner
- An ability to handle difficult clients with empathy and assertiveness
- Well-developed ability to multitask and prioritise with strong attention to detail
- Able to operate effectively in a team, contributing positively to team operations and working relationships

- IT skills – proficient in Microsoft Word, Excel, and data entry

#### **Desirable Criteria**

- Bilingual in a community language
- Prior work experience in the not-for-profit sector

#### **HOW TO APPLY**

**Applications close 16 February 2025** 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).

**Please note that only shortlisted applicants will be contacted. Previous applicants need not apply.**

***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 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.***