



metro assist

## Employment Pathways Specialist

(Part Time 28 hrs per week)

- ✓ **Attractive not-for-profit salary packaging options**
  - ✓ **Above Award wages**
- ✓ **Flexible and hybrid working arrangements**
  - ✓ **Fixed term to 30 June 2027**

Metro Assist (formerly Metro Migrant Resource Centre) is seeking an enthusiastic **Employment Pathways Specialist** on a part-time fixed term basis to join our dynamic organisation which is committed to making a positive impact in people's lives.

### About us

Metro Assist's vision is to achieve a socially just society that respects individuality, dignity and diversity and provides avenues for all people to fulfil their potential. We work with individuals, families and communities of diverse backgrounds including migrants and refugees, and support in their efforts to become resilient and empowered through our range of services.

We provide refugee settlement support, employment 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)

### About the role

Moving Forward Pathways is an end-to-end employment program, supporting migrants and refugees in South West Sydney to secure jobs in industries with critical shortages, including construction, aged care/disability, and manufacturing/warehousing. The program combines career planning, accredited training, English and employability support, in addition to wraparound services and post placement coaching to support long-term retention. The program aims to address local skills shortages, creating pathways into priority industries, and helping vulnerable cohorts overcome barriers to build financial independence.

The Employment Pathways Specialist plays a central role in delivering the Moving Forward Pathways program supporting migrants and refugees to secure and sustain meaningful employment. Working within a case management framework, the role provides end-to-end employment support including intake and assessment, career planning, job readiness training, and post-placement coaching. The position also coordinates access to accredited training, tailored English and employability support, and a range of wraparound services to address barriers to employment such as transport, childcare, and financial stress.

**A full position description is available on our website [Work With Us | Metroassist.org.au](http://Work With Us | Metroassist.org.au)**

**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, and additional paid wellbeing leave days are provided to all staff. 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.**

## Essential Selection Criteria

- Tertiary qualifications in community service or social sciences
- Demonstrated knowledge of employment issues and services for refugees and humanitarian entrants
- Proven understanding of current employment services and providers within the employment services sector
- Demonstrated experience in providing employment support services to migrants and refugees
- Understanding of 'person-centred' case management and casework experience in a cross-cultural context
- Experience in maintaining positive stakeholder relations
- Excellent oral and written communication skills
- High level of administrative and organisational skills
- Strong computer literacy skills

## Desirable Selection Criteria

- Bilingual in a community language is desirable
- Possess current driver's license and access to a vehicle with comprehensive insurance

## HOW TO APPLY

**Applications close 10 May 2026** 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).

**Please note that only shortlisted applicants will be contacted.**

***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.***