



SETS Generalist (Women Empowerment)

- ✓ **Part time fixed term contract (21 hrs per week until 30 June 2027)**
- ✓ **Attractive not-for-profit salary packaging options**
- ✓ **Flexible working conditions**

Metro Assist (formerly Metro Migrant Resource Centre) is seeking a skilled Settlement worker with experience in working with migrant and refugee women 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.

About the Role

If you are passionate about supporting migrant and refugee women, empowering them to take control of all aspect of their life, then this role is for you.

The role is responsible for providing case work support, predominantly in collaboration with mainstream services, to women from refugee and migrant backgrounds (and their children) who reside in the Inner West and Canterbury Bankstown area. The role also supports the SETS DFV Specialist to build the capacity of services and communities to understand and respond to DFV within their sphere of influence, with particular regard to experiences of migrants and refugees. It also contributes to the advocacy of cultural informed DFV practices across a range of networks and services. This will be achieved through casework, referrals, outreach, organising group activities and education sessions, as well as stakeholder engagement while working in collaboration with the rest of the SETS and Employment team.

A detailed position description is available on our website: 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 Services, Human Services, Social Work or related area and experience working with migrant and refugee women, especially those newly and recently arrived in Australia;
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- Demonstrated experience undertaking community development initiatives;
- Experience providing effective, strength based and person centered services/programs to clients;
- High level interpersonal, communication skills and report writing skills including attention to detail;
- Effective cross-cultural communication and client advocacy skills with a demonstrated ability to liaise effectively with all key stakeholders including clients, service providers and their communities;
- Demonstrated values of integrity, reliability, professionalism and a commitment to quality and continuous improvement;
- Ability to work independently and as part of a team;
- Proficient skills in the use of Microsoft Office programs;
- Current driver's license and access to a full registered motor vehicle;

Desirable Selection Criteria

- Be competent in any of these community languages: Arabic, Mandarin/Cantonese, Vietnamese or a language spoken in an Indian Sub-continent countries

HOW TO APPLY

Applications close 10 August 2026 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 our People and Culture Team:

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.
