

Position title:	Employment mentor	Commitment requested:	Flexible to meet needs of the volunteer and program
Report to:	Employment Integration Coordinator	Location:	Campsie

About Settlement Services International (SSI)

Settlement Services International is a community-based, not-for-profit humanitarian organisation providing a range of services in the areas of refugee and migrant settlement, accommodation, asylum seeker assistance, multicultural foster care, disability support, employment services and youth support in NSW.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

At SSI, we value:

- Social justice – Equity and access for all
- Diversity – Respecting diversity and being non-discriminatory
- Compassion – Caring, empathy and respect for the dignity of others
- Respect – Co-operation and mutual respect

In delivering our services, we value:

- Quality – Dynamic, flexible and responsive service
- Ethics – Professional practices and accountability
- Innovation – Commitment to partnerships and excellence

Purpose:

Employment mentors will support SSI Employment Services to guide recently arrived refugees who are seeking employment in areas that are the same or similar to each mentor's own professional background.

Volunteers add significant value to refugees' job seeking efforts by offering insight into industry job markets, targeted job application strategies and workplace culture. Where appropriate, mentors will also look to introduce job seekers to their own professional networks and contacts. By engaging with job seekers on a one-on-one basis employment mentors will assist refugees to develop specific skills, knowledge and confidence to gain employment in the industry of their choice.

Specific duties and responsibilities:

- Support participants to achieve their employment goals by developing strategies to pursue employment in their chosen profession
- Provide guidance and support in relation to Australian work life, rights and culture in participants' industry of choice
- Provide information about professional and educational requirements for specific professions
- Support participants to develop industry specific language and communication skills
- Connect participants to industry contacts
- Maintain regular contact with participants and the Employment Integration Coordinator
- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures
- Follow all reasonable directions provided by the Employment Integration Coordinator or delegate

Position requirements:

Background checks	Working with Children Check <input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Reference Check <input checked="" type="checkbox"/> <i>(N.B. The police check will be paid for by SSI)</i>
Essential	<ul style="list-style-type: none"> • Demonstrated successful professional track record • Knowledge about employment pathways in specific industries • High proficiency in verbal and written English • Excellent communication, interpersonal skills and ability to build positive relationships with participants • Well-developed computer skills
Desirable	<ul style="list-style-type: none"> • Previous experience working with people from culturally and linguistically diverse (CALD) backgrounds • Knowledge of job search strategies

Benefits:

Reimbursement: Volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses. Volunteers using their own vehicle will need to provide SSI with photocopies of their driver's licence, comprehensive car insurance and current car registration.

Training: Volunteers will be provided with access to SSI's flexible, extensive and innovative training program.

Being a member of the SSI Community: Volunteers will be kept up-to-date with all of SSI's important news, events and opportunities.

Authorisation:

Volunteer name _____

Volunteer signature _____ Date _____

Volunteer program signature _____ Date _____