

Position title:	Employment Readiness Assistant	Commitment Requested:	Tuesday 2pm to 4pm on a weekly basis
Report to:	Project Officer, Employment Services	Location:	Bankstown

About Settlement Services International (SSI)

Settlement Services International is a leading not-for-profit organisation providing a range of services in the areas of humanitarian settlement, accommodation, asylum seeker assistance, foster care and disability 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:

The Employment Readiness Assistant will support an SSI Employment Services initiative which aims to help recently arrived refugees prepare for the Australian workforce. This role will focus on guiding, assisting and proactively supporting newly arrived refugees as they look for work.

Specific duties and responsibilities:

- Assist newly arrived refugees to write their resumes
- Guide new arrivals in applying for work, including writing cover letters and developing job search skills
- Supporting new arrivals to develop their interview skills
- Refer new arrivals to appropriate employment support agencies i.e. Dressed for Success
- Assist in conducting employment readiness skills assessments
- Actively support SSI's vision and values
- Work in accordance with SSI policy and procedures

Skills, Knowledge & Experience:

Background Checks:	Working with Children Check <input checked="" type="checkbox"/> Police Clearance <input checked="" type="checkbox"/> Current Resume <input checked="" type="checkbox"/> Reference Check <input checked="" type="checkbox"/>
Position Requirements	<ul style="list-style-type: none"> • High proficiency in verbal and written English • Excellent communication, interpersonal skills and ability to building positive relationships with clients • Experience working with clients to write resumes and cover letters and searching for employment opportunities

	<ul style="list-style-type: none"> • Well-developed computer skills • Knowledge of support services available to support job seekers • Experience supporting clients with interview skill development
Desirable Experience	<ul style="list-style-type: none"> • Previous experience working with people from culturally and linguistically diverse (CALD) backgrounds

Benefits:

Reimbursement – volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses

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

Being a member of the SSI Community: you 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 _____