

Position title:	Employment Readiness Assistant (Auburn Community Kitchen)	Commitment requested:	Flexible to meet needs of the volunteer and program
Report to:	Employment Integration Coordinator, Employment Services	Location:	Auburn Centre for Community, 44A Macquarie Road, Auburn NSW 2144

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:

The Employment Readiness Assistant will support an SSI Employment Services initiative that 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
- Support new arrivals to develop their interview skills
- Refer new arrivals to appropriate employment support agencies (i.e. Dress for Success)
- Assist in conducting employment readiness skills assessments
- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures

Skills, knowledge and 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 build

	<p>positive relationships with clients</p> <ul style="list-style-type: none"> • Experience working with clients to write resumes and cover letters and search for employment opportunities • Well-developed computer skills • Knowledge of support services available to 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: 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 _____