SSI
settlementservices
international

Position Description

Position title:	Workshop Facilitator	**Availability:**	Available to deliver one 3 hour session every 4 to 6 weeks
Report to:	Welcome Team Leader	**Location:**	Parramatta and other locations as required

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:

Facilitate "Rights at Work" information sessions and workshops for asylum seekers, by delivering information to clients in a group setting about workplace laws and employee/employer rights and responsibilities. The Information sessions and workshops provide information to asylum seekers that empower them to understand their right to workplace entitlements such as fair pay and conditions that will help them seek, maintain and sustain employment. Knowledge about how to access a variety of support services through the Fair Work Ombudsman will also be delivered during the session.

Specific duties and responsibilities:

- Deliver work rights information sessions to SSI clients from the Status Resolution Support Services program in cultural language such as Farsi, Tamil, Arabic, Rohyngan, Bengali, Burmese, Dari and/or English.
- Respond to work rights questions from the floor during the session, using up-to-date and accurate information.
- Manage the delivery of the session during the allocated timeframe
- Call clients to attend the Rights at Work workshops.
- Flexibility to deliver sessions at different sites and venue locations that are accessible to client groups.
- Collect feedback from session participants regarding the relevance of workshop information using standard evaluation templates.
- Provide input for continuous improvement of workshop resources and materials.
- Uphold and commit to SSI values.
- Assist with other client support duties as needed and that are consistent with SSI values and policies.

- Attend refresher training as required
- Debrief with Welcome Team Leader following session delivery and feedback to the Team leader about issues that arise

Skills, Knowledge & Experience:

Mandatory Documents:	Working with Children Check ☒ Police Clearance ☒ *(These checks will be conducted by SSI)* *In addition, for volunteers using own cars:* Drivers Licence ☒ Comprehensive Car Insurance ☒ Car registration ☒
Essential Experience:	• Experience in delivering group information or training sessions • Understanding of the Fair Work Act.
Desirable Experience	• Previous experience with people from culturally and linguistically diverse (CALD) backgrounds.
Skills, knowledge and specialist expertise:	Well-developed verbal and written communication skills in one of the following languages are advantageous: Farsi, Tamil, Arabic, Dari, Rohyngan, Bengali or Burmese

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 _____