

<b>Position title:</b>	Employment Readiness Assistant	<b>Commitment requested:</b>	Minimum 1 session per week for 3 months. Sessions operate Monday to Friday in both the morning and afternoon
<b>Report to:</b>	Refugee Employment Facilitator	<b>Location:</b>	Liverpool (Mon – Thurs) Fairfield (Fri)

## 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 – Cooperation 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 Refugee Employment Support Program is designed to deliver sustainable and skilled employment outcomes to refugees and people seeking asylum. RESP targets people who are unemployed or underemployed and require extra support in addition to other Government funded employment services.

Employment Readiness Assistants will assist Refugee Employment Facilitators to deliver Employment Workshops. These workshops will focus on guiding, assisting and proactively supporting refugees and people seeking asylum as they prepare themselves for and find work.

## Specific duties and responsibilities:

- Assist clients to write their resumes
- Assist clients in applying for work, including writing cover letters and developing job search skills
- Supporting clients to develop their interview skills
- Refer clients 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 policies and procedures
- Follow all reasonable directions provided by **Refugee Employment Facilitator**, or delegate

## Position requirements:

<b>Background checks</b>	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>
<b>Essential</b>	<ul style="list-style-type: none"> <li>• High proficiency in verbal and written English</li> <li>• Excellent communication, interpersonal skills and ability to building positive relationships with clients</li> <li>• Experience working with clients to write resumes and cover letters and searching for employment opportunities</li> <li>• Well-developed computer skills</li> <li>• Knowledge of support services available to support job seekers</li> <li>• Experience supporting clients with interview skill development</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Previous experience working with people from culturally and linguistically diverse (CALD) backgrounds</li> </ul>

## 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 compulsory third party insurance.

**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 \_\_\_\_\_