

<b>Position title:</b>	English Practice Assistant	<b>Commitment Requested:</b>	Minimum commitment of one school term and fortnightly attendance required. Times and days will vary across hubs and are only held during school terms.
<b>Report to:</b>	Community Hub Leader	<b>Location:</b>	Various locations across Bankstown, Cumberland, Parramatta, Blacktown and Fairfield LGAs.

## 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 Community Hubs Program aims to support migrant and refugee families (including children 0-6 years of age) by offering meaningful social activities as well as access to existing support services including local education, health, community and settlement services. The program offers families various opportunities to gain skills through formal and informal training, including English classes, breakfast clubs, homework clubs and community events.

English Practice Assistant will work alongside English Practice Facilitator/s and their Community Hub Leader to deliver creative English language support to parents, grandparents and other community members. The Hub English Conversation group aims to provide practical English language support for day-to-day communication through a focus on essential life activities such as shopping, making and re-scheduling appointments, initiating informal conversations with teachers, community services and in social settings.

## Specific duties and responsibilities:

- Assist in room set up and pack up
- Assist Community Hub Leader to prepare work sheets and attendance sheets.
- Initiate ice breaker activities with participants
- Support participants to feel comfortable in practising their English in a group setting

- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures
- Follow all reasonable directions provided by the English Practice Facilitator or Community Hub Leader

## Skills, Knowledge & Experience:

<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>• Confident working with and presenting to groups</li> <li>• Proficient in written and spoken English</li> <li>• Friendly, compassionate and approachable</li> <li>• Excellent communication skills</li> <li>• Ability to deal with challenging situations in a group setting</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience in adult education through teaching, tutoring or facilitating workshops in a classroom or group setting</li> <li>• Previous experience working with people from diverse 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 current car registration.

**Training:** Volunteers will also 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 \_\_\_\_\_