

Position title:	Life Skills Program Assistant	Commitment requested:	A commitment of 1 full day orientation session per week for a minimum of 3 months is requested.
Report to:	Senior Orientation Trainer	Location:	Various locations across the greater Sydney area including Auburn, Bankstown, Blacktown, Fairfield, Lilyfield, Liverpool and Mt Drutt

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 Humanitarian Settlement Services (HSP) Orientation Program delivers Life Skills workshops to clients that assist in developing critical skills and knowledge that support living independently in Australia. Topics include; money management, tenancy rights and responsibilities, education and employment, health, family, safety, cultural norms and Australian law. Clients are also supported to attend regular events that offer guidance to individuals and families as they settle into Australian life.

The Life Skills Program Assistant supports the Orientation team with logistical, administrative and event management activities at workshops and events. Volunteers will also assist the team to create a welcoming environment for clients through language support and by participating alongside clients in workshop and event activities.

Specific duties and responsibilities:

- Assist with training preparation including communication with HSP Case Managers and Team Leaders about client invitations and training registration
- Invite clients to workshops and events
- Organise training material and photocopy handouts
- Assist with set up and pack down of workshop venues
- Welcome clients to workshops and assist with session registrations
- Assist with preparation of morning teas and ordering lunches

- Support the orientation team at workshops and events including the provision of language support as needed
- Support the trainer to conduct individual orientation sessions in client's homes; providing language support as needed
- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures
- Follow all reasonable directions provided by the Senior Orientation Trainer, or delegate

Position Requirements:

Background checks	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>
Essential	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Friendly, welcoming and warm in nature • Fluent in Arabic or Farsi • Experience in supporting the delivery of workshops and/or events • Good computer skills • Previous experience working with people from culturally and linguistically diverse (CALD) backgrounds • Understanding of the refugee experience
Desirable	<ul style="list-style-type: none"> • A current and valid driver's licence • Have own vehicle available, with comprehensive insurance, to move quickly between venues

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 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 _____