



Employment & Skill Development Coordinator

Full time fixed term contract (35 hrs p/wk until 30 June 2022) with possibility of extension
Attractive not-for-profit salary packaging options

Metro Assist Limited (formerly Metro Migrant Resource Centre) has an exciting opportunity for a motivated and experienced Employment and Skill Development Coordinator to join our SETS and Employment Programs team.

Metro Assist is sub-contracted by Settlement Services International (SSI) in delivering the Settlement Engagement and Transition Support (SETS) program, Refugee Employment Support Program (RESP) in addition to our own PowerMe Program. These programs are designed to support clients through pre-employment activities, engaging in training and securing employment.

This Employment and Skill Development Coordinator position will be working in all the above mentioned programs and deliver case work, projects and activities. They are responsible for undertaking assessment and casework with the client, identifying barriers to employment, and actively working with the client and with services providers to address these employment barriers. The Coordinator is also be responsible for developing the capacity of clients by organising employment related activities and training courses, and working with employers to ultimately place clients into jobs or reach their employment goals. The role is required to strictly follow processes and achieve KPIs of all programs.

The Employment and Skill Development Coordinator will work closely with the Manager - Settlement and Employment Programs and the rest of the team as well as staff members across all our service programs.

Externally the Employment and Skill Development Coordinator will work with SSI - the contract lead of SETS and RESP on a regular basis for liaison, client registration, responding to queries and requests.

Essential Selection Criteria

- Tertiary qualifications in community service or social science
 - Understanding of 'person-centred' case management and casework experience in a cross-cultural context
 - Proven understanding of current services and providers in the vocational training and employment services sector
 - Proven experience in supporting migrants and refugees into education and employment pathways
 - Excellent communication and interpersonal skills
-

- High level of administrative, organisational skills and attention to details
- Strong computer literacy skills
- Current driver's license and access to a vehicle with comprehensive insurance; willingness to work across Metro Assist's sites in Bankstown, Condell Park, Campsie, Homebush, Ashfield and Marrickville.
- Prepared to undergo a National Police and Working with Children Check
- Be competent in both speaking and written Arabic

HOW TO APPLY

Applications close 18 July 2021 and must be submitted to: recruitment@metroassist.org.au

Your application must address each of the selection criteria and include:

- A cover letter
- Statement against selection criteria
- A current resume including your full name, postal address and contact number
- Two of the most recent work-related referees stating names, positions and contact details

For enquiries regarding this position, please contact our HR Manager on (02) 9789 3744 or email: recruitment@metroassist.org.au.

Metro Assist is an Equal Opportunity Employer and is committed to achieving diversity within the workplace. Applications from Aboriginal and Torres Strait Islanders, people from culturally diverse backgrounds and people with disabilities are encouraged.

All offers of employment are subject to a satisfactory National Police Check and provision of a current Working with Children Check.

The successful applicant will be required to provide evidence of appropriate legal rights to work in Australia.
