

Northern Settlement Services (NSS) is looking for a new **Multicultural Employment Project Officer** to join the team and provide quality services to the culturally and linguistically diverse (CALD) members of our community.

About the role

The **Multicultural Employment Project Officer** is responsible for delivery of activities and programs that support multicultural community members with access to vocational training and employment opportunities in the Greater Newcastle region. This is a short-term role 7-10 hours a week for 6 months, with the possibility of extension dependent on funding.

Some of the tasks of this role include:

- Plan and co-ordinate delivery of employment related projects in the Greater Newcastle region
- Work with clients from the multicultural community to identify vocational training pathways that will support their access to employment, and facilitate access to those training programs
- Liaise with providers regarding targeted vocational training programs to support employment pathways for multicultural community members
- Undertake engagement and maintain working relationships with potential employers and employer organisations in the community for work placements and employment opportunities for clients
- Engage and network with other relevant stakeholders to support employment outcomes through the programs, including the multicultural community and service providers
- Co-ordinate and support volunteer Employment Mentors.

To be successful in this role, you will need:

- Sound knowledge and understanding of current employment challenges, opportunities and community aspirations amongst the multicultural community
- Knowledge of vocational pathway options and employment service provider networks
- Experience in effective engagement with a variety of stakeholders
- Understanding of culturally and linguistically diverse communities
- High proficiency in verbal and written English.
- Excellent verbal communication, interpersonal skills and ability to build positive relationships with the clients

About us and what we offer

Northern Settlement Services Ltd (NSS) is an independent not for profit organisation providing a range of services in the areas of settlement, aged care, youth and vulnerable families across the Hunter, Central Coast and New England regions of NSW. We work with CALD individuals, families and communities providing high quality services that strengthen and inspire people to become self-reliant, active and empowered. We offer competitive remuneration, workplace flexibility and rewarding work.

Diversity Statement

NSS is committed to promoting social inclusion and productive diversity, by seeking diversity within our workforce. We encourage and welcome applications from diverse community groups and ages including people from CALD. NSS adheres to the principles of equal employment opportunity. For further information about NSS, please go to nsservices.com.au.

How to Apply

Applications will close on Wednesday 11th May 2022. Applications are preferred through SEEK, but can also be sent to Debbie Carstens at debbie@nsservices.com.au, with email subject – “Application for Employment Project Officer”. A copy of the position description is available on the NSS website, under Current Job Vacancies.

Offers of employment will be subject to successful completion of relevant background checks including a Criminal History and Working with Children Check. Vaccination against COVID-19 or willingness to obtain prior to employment.

For any enquiries about the position, please contact Debbie Carstens at debbie@nsservices.com.au or Ph 4969 3399/ 0448 044 956.

