



POSITION DESCRIPTION	
POSITION	Multicultural Employment Project Officer
REPORTS TO	Manager Settlement and Communities
DIRECT REPORTS	N/A
POSITION SUMMARY	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.
LAST REVIEW	April 2022 (Manager Settlement and Communities)

Key Responsibilities and Accountabilities

- 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 TAFE, Adult Migrant English Program provider and other education 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 undertake a variety of activities to assist multicultural community members in addressing barriers to accessing employment, and maintain client records from mentoring sessions.
- Accept referrals from case workers to provide employment support for multicultural community members
- Organise and facilitate other employment related activities such as locating pathways for Recognition of Prior Learning, relevant job readiness courses and volunteering opportunities.
- Support the development of culturally responsive workplaces through organising training and working through issues with employers.
- Take reasonable care of your own health and safety and take reasonable care that your acts or omissions do not adversely affect the health and safety of other employees or clients.
- Ensure appropriate and respectful workplace behavior at all times and promote a working environment which is free from discrimination, bullying and harassment.
- Undertake any other tasks, duties or specific projects within your area of skill and expertise, as required by NSS.

POSITION REQUIREMENTS

Experience, Skills and Behavioural Competencies

- Sound knowledge and understanding of current employment challenges, opportunities and community aspirations amongst the multicultural community



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- Knowledge of vocational pathway options and employment service provider networks
- Experience of effective engagement with a variety of stakeholders
- High proficiency in verbal and written English.
- Excellent verbal communication, interpersonal skills and ability to build positive relationships with the clients
- Understanding of culturally and linguistically diverse communities
- Competency with Microsoft Word.
- Patience, punctuality, reliability and flexibility
- Ability to collaborate with others, provide and accept advice and assistance from colleagues to meet common goals.
- Demonstrated highly developed written and verbal communication, negotiation and analytical skills
- Commitment to excellence, safety, innovation and continuous improvement.
- Demonstrated strong time management skills and ability to work unsupervised
- Reliable and prompt with a professional, neat and tidy appearance.

Education, Qualifications and Licences

- Relevant certificate in the area of business/ recruitment/human resources /employment services or equivalent.
- Current C-Class driver's licence.
- National Police Check.
- Working with Children Check.
- Employees are expected to supply their own reliable motor vehicle (with registration and insurance) unless otherwise advised.
- Vaccination against COVID-19 or willingness to obtain prior to employment.

SIGN OFF

I understand the Position Description as set out above and agree to fulfill the tasks and responsibilities to the best of my ability for Northern Settlement Services Limited.

Print Name			
Signature		Date	
Manager Name			
Manager Signature		Date	