

ASYLUM SEEKERS CENTRE – VOLUNTEER JOB DESCRIPTION

POSITION TITLE	Job Advisor
CLUSTER	Employment
SUPERVISOR	Employment Program Coordinator
TIME COMMITMENT	1 day per week for 12 months
LOCATION	Asylum Seekers Centre
START DATE	Following the completion of 4 hours training
REVIEW/END DATE	3 month review
TRAINING	Compulsory attendance at ASC Introductory Volunteer (2.5 hours) and Employment Assistance Program (2 x 2 hour) sessions

BACKGROUND TO THE EMPLOYMENT SKILLS PROGRAM

The Employment Assistance Program advises adult asylum seekers on how to find paid work and volunteering opportunities in Australian work places. We work with asylum seekers who are living in the community on Bridging Visas and who have been granted the right to work by the Federal government. Asylum seekers are not eligible for government funded job assistance schemes or welfare benefits.

The Employment Assistance Program relies on a team of volunteer Job Advisors and Employment Relations Consultants. Many asylum seekers are work-fit and some are professionally qualified and highly skilled in their trade. Often they are multilingual and bring fresh problem solving perspectives from their overseas experience. They have sufficient English language skills to enable them to transition safely and successfully into Australian work places. Their lack of local experience and referees however makes it extremely difficult for them to be considered for employment.

POSITION DESCRIPTION

The Asylum Seekers Centre is seeking a team of volunteers to work as Job Advisors, providing one to one advice and mentoring to adult job seekers. Relevant fields of experience are human resources, education and training, psychology, job assistance, international relations and marketing.

Job Advisors work with 3 to 4 job seekers at a time by setting up weekly meetings one regular afternoon per week at the Asylum Seekers Centre.

SKILLS/EXPERIENCE

- Experience in supporting people with specialised needs and evidence of success with employment outcomes
- Demonstrated understanding of how to deliver the components of an employment program
- Ability to advocate with employers on behalf of job seekers
- Experience in group work and/or training skills
- Demonstrable ability to work independently
- Excellent communication skills, including cross cultural sensitivity
- Excellent prioritisation, time management, administration and computer skills
- Willingness to develop a sound understanding of issues affecting asylum seekers within the current Australian context

KEY JOB ADVISOR DUTIES AND RESPONSIBILITIES

1. Provide relevant support to job seekers in the Employment Assistance Program

- Provide pre-vocational assessment and support
 - ❑ Assess job seeker's work requirements, abilities and interests.
 - ❑ Determine job seeker's work readiness.
 - ❑ Establish vocational profiles for individual job seekers.
- Provide vocational support and training
 - ❑ Work through a structured 12 week program with each job seeker to build their job seeking skills and establish a work plan.
 - ❑ Assist job seekers to understand expectations of employers, working conditions, rights and responsibilities.
 - ❑ Where required advocate with employers to make recommendations regarding modifying job tasks and/or equipment, and negotiate on behalf of the client where appropriate.
- Where appropriate, refer job seekers to training providers, such as TAFE and help them apply for fee waivers.
- Refer job seekers to volunteering opportunities.
- Continue to support job seekers during volunteer placements and first 3 months of paid work.
- Obtain and respond to job seeker feedback.

2. Facilitate group activities

- Periodically facilitate group activities with job seekers, called the Employment Circle.
- Facilitate sessions on:
 - ❑ interview protocols in Australia and strategies job seekers can use
 - ❑ communication skills for interviews and in the workplace

- ❑ networking
- ❑ fitting in to Australian workplaces – employer expectations, employee rights and responsibilities
- ❑ job retention skills

3. Maintain administration records

- Use the Employment Assistance database to track the progress of job seekers you are working with.
- Maintain paper records.
- Participate in Employment Program team meetings to share information about strategies for working with job seekers and to inform the work of the Employer Relations Consultants.

PERFORMANCE MANAGEMENT

- Regular contact with EAP Team Leader
- 3 monthly review with Volunteer Coordinator/Employment Program Coordinator via phone call/meeting

TRAINING

Compulsory attendance at ASC Introductory Volunteer Session (2.5 hours) which includes:

- Introduction to refugee issues
- Outline of refugee policy in Australia
- The role and responsibilities of the volunteer
- Strategies in working with asylum seekers

Compulsory attendance at Employment Assistance Program training sessions (2 x 2 hours) covering:

- Understanding what people seeking asylum can offer employers and workplaces
- Challenges facing job seekers without local experience or referees
- Strategies used in the Employment Assistance Program to secure work related outcomes for job seekers in the program.
- Using the Employment Assistance Program database.

VOLUNTEER BENEFITS

- Supporting asylum seekers to achieve economic independence.
- An opportunity to meet new people and share ideas.
- An opportunity to keep abreast of the latest issues regarding asylum seekers.
- A challenging and rewarding experience.
- Ongoing training.

PEOPLE INTERESTED IN THIS POSITION SHOULD EMAIL

- A completed application form (go to www.asylumseekerscentre.org.au)
- Current CV
- Details of 2 referees who know you in a work or professional capacity

TO ascvolunteer@asylumseekerscentre.org.au