



Pathways to Employment Volunteer Position Description



**ST Francis
Social Services**

Position Title	Pathways to Employment: pre-employment support volunteer
Location of Position	197 The Trongate, Granville
Commitment	Wednesdays 10am – 2pm
Review date	One month review
Duration	Minimum 6-month commitment
Reports to	Community Engagement & Partnerships Manager
<p>Role Overview</p> <p><u>Employment Volunteer</u></p> <p>Pathways to Employment (PTE) is a strengths-based program assisting people seeking asylum and refugees to be job ready. Finding employment can be intimidating and overwhelming, particularly for those with limited English language skills and unfamiliar with the Australian workplace and culture.</p> <p>As an Employment Volunteer, the aim is to equip people with the necessary knowledge and skills to go out and find employment and training.</p> <p>Your role is to encourage participants in the job search process, supporting them to prepare a resume and search for jobs and training online.</p>	
<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To provide a safe and welcoming environment for all clients • To identify and plan short and long-term employment goals • To assist with resume writing • To identify suitable job opportunities online • To assist with online application forms • To assist clients to prepare for interviews • To assist with other forms/documents/applications/tasks i.e. phone calls as requested by the clients • Refer clients to other services such as English classes and training opportunities • Educate clients on their workplace entitlements • To record key actions and employment status • Ability to uphold clear professional boundaries and confidentiality • Respect for the rights and dignity of each person at House of Welcome 	
<p>Skills, experience and attributes</p> <ul style="list-style-type: none"> • Excellent interpersonal skills and willingness to learn • Excellent communication skills particularly with vulnerable clients and across cultures • High level proficiency in using the internet to access job, training and education sites • Current knowledge of the Australian workplace • High level English language proficiency • Adaptability in response to varying client needs • Good organisational skills and ability to manage a varied workload • Intermediate computer skills and confidence using Microsoft Suite (Word, Excel, Google Drive) • Experience in crafting resumes, cover letters, and job applications • Experience working with people from diverse cultures and backgrounds. 	

Other requirements	<ul style="list-style-type: none">• Working with Children Check;• Compliance with HOW Volunteer Policies & Procedures• Upholding the Purpose, Vision and Values of HoW parent body – St Francis Social Services
Contact	Office@houseofwelcome.org.au or 02 97279290
Application Close Date	10 February 2025