



## Position Description & Selection Criteria

### **Muslim Labour Market Participation Project**

#### **Muslim Employment Advisor (Female)**

##### **Position Overview:**

The Muslim Employment Worker (Female) is one of two Muslim Employment Workers engaging in activities to support unemployed Muslim people who are disadvantaged in the labour market. The Muslim Employment Worker (Female) has a particular focus on examining the barriers to employment for Muslim women and engaging in strategies to overcome these barriers in order to increase the involvement of Muslim women in training and the workforce. The Muslim Employment Workers will achieve this through:

- Working with unemployed Muslim people to identify needs and skills, and access/organise training and assistance for them to improve their employment opportunities
- Supporting unemployed Muslim people find work by working with employment service providers and employers
- Providing education, and training to service providers in the employment sector, and raising awareness of the employment needs of Muslim people and the barriers that they face
- Highlights the contribution of migrants and refugees to the Australian economy to employment service providers and employers

This project is co-funded by the Queensland Government Department of Employment, Economic development and Innovation and the Australian Government Department of Immigration and Citizenship.

##### **Linkages**

ACCESS currently operates a multi-regional Employment Pathways initiative that has a specific focus in assisting migrants, refugees and humanitarian entrants from a non English speaking background, gain meaningful and sustainable employment. The Initiative provides individualised and case managed training and employment pathways for unemployed people as well as providing cultural information and support to employers to assist with recruitment and retention strategies.

The Muslim Labour Market Participation project is one of a number of linked projects providing related client services to the regions in and around Logan and the Western Ipswich Corridor.

##### **Authority**

The Project Worker reports to ACCESS Services Inc. Employment operation Manager and Director Economic Participation and Development.

##### **Location**

The project is primarily based at **Logan Central**, with outreach to other locations as required.

**Expected term of appointment:**

Initial term of appointment is for 12 months with annual review based on the numbers of clients, quality of service and management of program activities. This program is also subject to funding for this activity and continued client demand.

**Salary:**

\$42,000 to \$47,000 with option to salary sacrifice.

**Key Duties:**

Key duties of the Muslim Labour Market Participation Project's Muslim Employment Workers include:

- Work with unemployed Muslim people to develop a range of appropriate strategies to maximise employment opportunities, including job search skills development and workplace placement and support.
- Raise awareness amongst the Muslim community of the services and programs available to improve employment prospects of jobseekers, especially those from culturally and linguistically diverse backgrounds (CALD).
- Build on the organisation's partnerships and develop new partnerships with employment service providers, including Disability, Open Employment Services, and Job Network Members to raise awareness of employment issues of Muslim jobseekers and maximise employment opportunities for Muslim people.
- Liaise and consult with government departments and agencies, community-based organisations and other stakeholders involved in the delivery of employment and training projects and initiatives to the Muslim community.
- Provide input to inform the development of innovative strategies and provide solutions to meet the particular employment and training needs of the Muslim community.
- Provide advice to the Queensland and Australian Government on specific needs of the Muslim community in relation to employment and training.
- Work collaboratively with the Muslim Youth Workers.
- Provide reports to ACCES Services Inc. Management as required.

**Essential Attributes and requirements:**

- Identify with the Muslim Faith
- A flexible approach and a demonstrated ability to meet tight deadlines
- Resilience, integrity and a positive approach to issues resolution
- Exceptional communication and interpersonal skills
- Exceptional negotiation and organisational skills

- Knowledge, understanding and empathy for the cultural and religious backgrounds of the target groups
- Commitment to ACCES Services INC ethos and values
- Current drivers license

### **Desirable**

- Knowledge of local issues and service provision is desirable
- Certificate IV in assessment and workplace training with experience in group facilitation an advantage.
- Current first Aid certificate

## **APPLICATION DETAILS**

### **Application Close Date:**

Close of Business 6 July 2009

### **Lodgement Details:**

- a cover letter, maximum two pages long which addresses the key responsibilities, capabilities and your experience relevant to this position; and
- a current resume including at least two relevant contactable referees.

Applications can be lodged:

**Attention:** Human Resources officer  
ACCES Services Inc.

**POST:** PO Box 10, Woodridge, Qld, 4114

**FAX:** (07) 3412 8222

**EMAIL:** [nikolat@asi.org.au](mailto:nikolat@asi.org.au)

### **Muslim Labour Market Participation Project**

Multicultural community organisation requires a Project worker (female) who identifies with the Muslim faith. Multi-region project based at Logan, aims to support unemployed and underemployed Muslim people who are disadvantaged in the workplace. Licence essential. Selection criteria available from ACCES Services Inc. – 3412 8222. [www.asi.org.au](http://www.asi.org.au) Applications close on 6/6/08.