



## POSITION DESCRIPTION

Position Title	Aboriginal Youth Mentor
Reporting To	Health and Wellbeing Programs Manager

### PURPOSE OF THE POSITION

The Aboriginal Youth Mentor is responsible for providing mentoring and support to Aboriginal youth participating in the Youth Aboriginal Mentoring Program.

The program aims to build resilience and reduce suicide rates within Aboriginal communities through the provision of counselling, mentoring, referral & advocacy, community engagement and capacity building activities. This will include strategies to increase help seeking behaviours, build resilience, empowerment and overall increase the wellbeing of Aboriginal youth, including supporting the development of healthy-concepts of Aboriginality.

The Aboriginal Youth Mentor will be responsible for meeting program outcomes by providing day-to-day mentoring and support to meet the needs of each individual aged 12-18 years. This will include working within a school and community setting as required. The position will also provide community engagement and cultural development activities and support the involvement of families/carers.

### KEY RESPONSIBILITIES & DUTIES

- Provide day-to-day mentoring and support to Aboriginal Youth in targeted local high schools and communities
- Planning and facilitation of activities that support, explore and encourage cultural identity
- Provide support with education and employment pathways
- Develop, implement and review individualised cultural mentoring plans with young people accessing the program, including supporting them to achieve targeted outcomes that have been identified to improve their wellbeing and connection to culture
- Assist and encourage clients to develop skills necessary to achieve their set goals as per their case/cultural plans, allowing them to live a pro-social life. This may include but is not limited to skills in life management, vocational needs, self-esteem, financial management and personal development
- Encourage and support help seeking behaviours and strategies to improve wellbeing
- Act as a positive, mature and responsible role model to young people, demonstrating appropriate independent social skills, recreation, self-care, communication and behaviour
- Establish effective working relationships with targeted local high schools and key personnel, targeted local communities and relevant organisations
- Advocate on behalf of Aboriginal youth at school and with parents, teachers and carers including building good rapport and maintaining open communication to ensure appropriate needs of participants are identified and supported. This may include assisting with family crisis situations relating to the young person where appropriate
- Provide a culturally safe place and facilitate opportunities for participants and their families to express needs, concerns and explore goals

- Record and maintain appropriate high quality files and case notes in line with organisational policies and procedures to meet legislative and funding requirements
- Work in partnership with key stakeholders and service providers to deliver activities and support to engage vulnerable young people
- Build and maintain links with participants' community networks, including supporting and making connections with family, carers, community, teachers and other supports.
- Coordinate and conduct community consultation and engagement activities
- Participate in team meetings and provide reports as and when required
- Understanding of and capacity to implement EEO, WH&S, ethical practice and principles of a culturally diverse society
- Comply with all SCMSAC Policies and Procedures
- Undertake any other duties, consistent with skills and experience as directed by the CEO or delegate

## KEY PERFORMANCE AREAS

- Program Delivery
- Records Management
- Stakeholder Engagement and Collaboration
- Continuous Quality Improvement, Risk Management and WHS

## KEY COMPETENCIES

### Qualifications, Knowledge and Experience

#### Essential

- Aboriginality\*
- Minimum of 2 years' experience in the areas of education, welfare, community services, or related area and the willingness to undertake further training and development
- A sound knowledge of Aboriginal/ Torres Strait Islander communities and relevant organisations within Shoalhaven
- Demonstrated understanding social emotional wellbeing issues affecting Aboriginal and Torres Strait Islander people and experience supporting the wellbeing of individuals
- Demonstrated experience mentoring young people within a community, school and/or family setting
- Demonstrated knowledge, understanding and awareness of the importance of Aboriginal cultural practices and protocols
- Computer proficiency and the ability to use basic computer programs, write reports and collect and record statistical data
- Clear National Police History Check, Working with Children Check and Working with Vulnerable People Registration
- NSW Driver's License and willingness to travel

## Desirable

- Knowledge and awareness of local history and Aboriginal culture including the ability to share, learn and be sensitive to Aboriginal cultural diversities
- Knowledge and awareness of mental health, substance use and suicide prevention
- Certificate IV or higher in Community Services or related fields

## PERSONAL QUALITIES AND ATTRIBUTES

- High level of integrity and regard for professional boundaries, confidentiality and the ability to maintain sensitive information
- Strong work ethic and the ability to take direction
- Strong community focus with compassion for the client group and ability to maintain unconditional positive regard for the clients

## RELATIONSHIPS

With	Purpose
CEO	The CEO may make day-to-day requests for support and information from the Aboriginal Youth Mentor relating to the Health & Wellbeing Services and programs.
Executive Officer – Health and Wellbeing	The Aboriginal Youth Mentor may receive guidance and direction from the Executive Officer
Health and Wellbeing Programs Manager	The Health and Wellbeing Programs Manager is the first point of contact for the overall direction of work, and provides support to the Aboriginal Youth Mentor.
Employees, Team Leaders and Managers	The Aboriginal Youth Mentor will also develop and maintain effective working relationships with Managers, Team Leaders and Employees to collaborate on matters, exchange information and provide advice and feedback.
External Stakeholders	The Aboriginal Mentor will develop and maintain strong links with external stakeholders in the delivery of the program and to support the best outcomes for participants.

## EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

---

Employee signature

---

Date

---

Signed and approved on behalf of SCMSAC

---

Date

*\*Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*