



POSITION DESCRIPTION

Position Title	Aboriginal Child Mentor
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PURPOSE OF THE POSITION

The Aboriginal Child Mentor is responsible for providing mentoring and support to Aboriginal children participating in the Aboriginal Child Mentoring Program. The program, through the provision of counselling, mentoring and advocacy, aims to work within local primary schools to build resilience, empowerment and overall increase the wellbeing of Aboriginal children, including supporting the development of healthy-concepts of Aboriginality.

Working alongside the Wellbeing Project Officer and Child/Family Therapist, the Aboriginal Mentor will provide day-to-day mentoring within a school setting, conduct community consultations and support participants and their families/ carers to engage in cultural development and awareness activities, counselling, art therapy, family therapy and mediation.

KEY RESPONSIBILITIES & DUTIES

- Provide day-to-day mentoring and support to Aboriginal children between the ages of 5 – 12 years in targeted local primary schools to support appropriate behaviour, values and respect to develop healthy self-concepts about their Aboriginality
- Establish effective working relationships with targeted local primary schools and key personnel, targeted local communities and relevant organisations
- Advocate on behalf of Aboriginal Children 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
- Support participant's connection with family and carers, culture and community, teachers and counsellors
- Coordinate and conduct community consultation activities
- Participate in team meetings and provide reports as and when required
- Comply with SCMSAC Policy and Procedures regarding WH&S, EEO, and confidentiality ensuring that services are ethical, safe and comply with all legal requirements
- Other duties as reasonably directed by the CEO or delegate

KEY PERFORMANCE AREAS

- Program Delivery
- Reporting and Record Keeping
- Stakeholder Engagement and Collaboration
- Continuous Quality Improvement, Risk Assessment & WHS

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Aboriginality*
- Excellent mentoring skills and experience mentoring young people within a community, school and or family setting
- Effective conflict resolution skills, negotiation, mediation and decision making skills
- A sound knowledge of Aboriginal/ Torres Strait Islander communities and organisations within the region
- Tertiary qualifications and / or a 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
- Excellent interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences as well as highly developed verbal and written communication
- 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
- Current 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

PERSONAL QUALITIES AND ATTRIBUTES

- Demonstrates flexibility and initiative in the work place
- Effective conflict resolution skills, negotiation, mediation and decision-making skills
- Effective time management skills and ability to work to strict deadlines

RELATIONSHIPS

With	Purpose
CEO	The CEO may make day-to-day requests for support and information from the Aboriginal Mentor relating to the Wellbeing Services programs.
Executive Officer - Wellbeing	The Aboriginal Mentor may receive guidance and direction from the Executive Officer.
Team Leader - Wellbeing Programs	The Team Leader - Wellbeing Programs is the first point of contact for the overall direction of work, and provides support to the Aboriginal Mentor.
Employees, Team Leaders and Managers	The Aboriginal 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.

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.*