



## POSITION DESCRIPTION

Position Title	Aboriginal Child and Youth Mentor
Reporting to	Team Leader – Wellbeing Programs
Liaises with internally	All employees
Liaises with externally	Government and non-government Agents, clients, Education department, Community.
Purpose of the position	This position provides mentoring and support to Aboriginal children and youth aged 5-18. The program, through the provision of counselling, mentoring and advocacy, aims to build resilience, empowerment and the general wellbeing of Aboriginal children and youth.
Selection Criteria	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• Aboriginality*</li> <li>• Demonstrated mentoring experience with children and young people within a community, school and/or family setting.</li> <li>• Demonstrated computer proficiency, including the use of Microsoft Office applications, clinical record and data management systems.</li> <li>• A sound knowledge of Aboriginal/ Torres Strait Islander communities and relevant organisations within Shoalhaven.</li> <li>• Have a demonstrated understanding of health and wellbeing issues affecting Aboriginal and Torres Strait Islander people.</li> <li>• Effective conflict resolution and decision-making skills.</li> <li>• Excellent interpersonal skills with demonstrated experience in working with a broad range of people from a variety of backgrounds and experiences as well as highly developed verbal and written communication.</li> <li>• Current National Police Check, Working with Children Check and Working with Vulnerable People Registration.</li> <li>• Current Driver's License and willingness to travel.</li> <li>• Being vaccinated against Covid-19 is an inherent requirement of this role, to ensure that SCMSAC fulfils its WHS obligations. The incumbent must remain up to date with current ATAGI (Australian Technical Advisory Group on Immunisation) national advice regarding vaccines and booster shots.</li> </ul>
Behaviours Required	<ol style="list-style-type: none"> <li>1 Innovative and strategic thinking</li> <li>2 Client focused</li> <li>3 Solutions driven</li> <li>4 Honesty and Integrity</li> <li>5 Self-motivated</li> </ol>

Position Title	Aboriginal Child and Youth Mentor
Organisational Values	<ol style="list-style-type: none"> <li>1 Deliver excellence through quality service provision, collaboration and measuring outcomes.</li> <li>2 Be passionate, caring and respectful in everything that we do.</li> <li>3 Be a socially responsible, culturally supportive presence in each of our communities.</li> <li>4 Be creative and flexible in our responses to community needs, listen and learn so that we can do things better.</li> <li>5 Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes.</li> <li>6 Contribute to shared learning through research and partnerships.</li> </ol>
Key Performance Indicators	<p><b>Day to Day / General</b></p> <ul style="list-style-type: none"> <li>• Ensure that clients have their mentoring plan completed within the first three sessions.</li> <li>• Ensure case reviews are completed by week five and 10 with all clients that have a mentoring plan.</li> <li>• Ensure that clients have a K5 (Outcome Measure) completed at the start and end of the episode.</li> <li>• Ensure a satisfaction evaluation is completed at the middle and end of all episodes.</li> <li>• Enter case notes for every client contact onto data management system within 48 hours of client contact.</li> <li>• Compile Activity Reports for all group activities and load to the data management system within 48 hours after group activity.</li> <li>• Complete Exit Plans and Case Closures for all clients.</li> <li>• Attend relevant team meetings. Be punctual, prepared, and ready to participate.</li> <li>• Actively participate in monthly documented support and supervision sessions.</li> <li>• Participate in relevant annual performance reviews.</li> <li>• Other duties as reasonably requested by the CEO or delegate.</li> </ul> <p><b>Communication and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Maintain client confidentiality.</li> <li>• Communicate in a professional and respectful manner.</li> <li>• Report matters in line with SCMSAC's Notifiable Events Policy.</li> <li>• Participate in decision-making and joint problem solving.</li> <li>• Build positive partnerships, both internally and externally.</li> </ul> <p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>• Utilise IT Systems and equipment in line with SCMSAC policy and procedure.</li> </ul>

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	<ul style="list-style-type: none"> <li>Collect and analyse data, specific to your role.</li> </ul> <p><b>Continuous Quality Improvement</b></p> <ul style="list-style-type: none"> <li>Actively participate in organisational continuous quality improvement initiatives.</li> <li>Actively participate in the implementation of outcomes from program quality audits.</li> <li>Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role.</li> </ul> <p><b>Child Safety</b></p> <ul style="list-style-type: none"> <li>Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure.</li> <li>Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure.</li> </ul> <p><b>Workplace Health and Safety</b></p> <ul style="list-style-type: none"> <li>Adhere to WHS obligations as outlined in our WHS Policies/Procedures.</li> <li>Comply with relevant PPE requirements for your role.</li> <li>Report all incidents, hazards and risks in line with SCMSAC Policy and Procedure.</li> </ul>

*\*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.*

### Employee Acceptance

I, \_\_\_\_\_, accept this description is an accurate statement of the duties, responsibilities and other requirements of the job. I have read and understood this document and agree to undertake the duties and responsibilities as listed.

_____ Name/Role	_____ Signature	_____ Date
_____ Name/Role	_____ Signature	_____ Date