



POSITION DESCRIPTION

Position Title	Aboriginal Child and Youth Mentor
Reporting to	Team Leader – Mentoring and Therapeutic Care
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	Essential Criteria • Aboriginality* • Demonstrated mentoring experience with children and young people within a community, school and/or family setting. • Demonstrated computer proficiency, including the use of Microsoft Office applications, clinical record and data management systems. • A sound knowledge of Aboriginal/ Torres Strait Islander communities and relevant organisations within Shoalhaven. • Have a demonstrated understanding of health and wellbeing issues affecting Aboriginal and Torres Strait Islander people. • Effective conflict resolution and decision-making skills. • 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. • Current National Police Check, Working with Children Check and Working with Vulnerable People Registration. • Current Driver's License and willingness to travel.
Behaviours Required	1 Innovative and strategic thinking 2 Client focused 3 Solutions driven 4 Honesty and Integrity 5 Self-motivated
Organisational Values	1 Deliver excellence through quality service provision, collaboration and measuring outcomes. 2 Be passionate, caring and respectful in everything that we do. 3 Be a socially responsible, culturally supportive presence in each of our communities.

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	4 Be creative and flexible in our responses to community needs, listen and learn so that we can do things better. 5 Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes. 6 Contribute to shared learning through research and partnerships.
Key Performance Indicators	Day to Day / General • Ensure that clients have their mentoring plan completed within the first three sessions. • Ensure case reviews are completed by week 5 and 10 with all clients that have a mentoring plan. • Ensure that clients have a K5 (Outcome Measure) completed at the start and end of the episode. • Ensure a satisfaction evaluation is completed at the middle and end of all episodes. • Enter case notes for every client contact onto data management system within 48 hours of client contact. • Complete Exit Plans and Case Closures for all clients. • Support the delivery and evaluation of any relevant programs or groups including school holiday program, youth group, strong foundations and after school program. • Compile Activity Reports for all group activities and load to the data management system within 48 hours after group activity. • Attend relevant team meetings. Be punctual, prepared, and ready to participate. • Actively participate in monthly documented support and supervision sessions. • Participate in relevant annual performance reviews. • Other duties as reasonably requested by the CEO or delegate. Communication and Collaboration • Maintain client confidentiality. • Communicate in a professional and respectful manner. • Report matters in line with SCMSAC's Notifiable Events Policy. • Participate in decision-making and joint problem solving. • Build positive partnerships, both internally and externally. Information Technology • Utilise IT Systems and equipment in line with SCMSAC policy and procedure. • Collect and analyse data, specific to your role.

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	Continuous Quality Improvement - Actively participate in organisational continuous quality improvement initiatives. - Actively participate in the implementation of outcomes from program quality audits. - Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role. Child Safety - Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure. - Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure. Workplace Health and Safety - Adhere to WHS obligations as outlined in our WHS Policies/Procedures. - Comply with relevant PPE requirements for your role. - Report all incidents, hazards and risks in line with SCMSAC Policy and Procedure.

**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	Click to enter date _____ Date
_____ Name/Role	_____ Signature	Click to enter date _____ Date