

Position Description

Title	Youth Mentor Coordinator
Business unit	Child, Youth and Families
Location	185 Baillie Street, Horsham 3400
Employment type	Part-Time (45.6 hours per fortnight), Max Term until 29 August 2025
Reports to	Team Leader Child, Youth and Families

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

Wimmera mentoring Program is a program that supports young people who have been in the statutory care system to transition into independence and adulthood.

The Youth Mentor Coordinator encompasses two key focus areas of creating community connections for youth transitioning from the Out of Home Care system and development and coordination of the youth mentoring program. The position will identify pathways, resources and relationships within the community that can support young people to realise their aspirations, develop their strengths and achieve their goals. This role will be key in creating links between young people leaving care and their communities through a mentoring system.

2. Scope

Position Description

Youth Mentor Coordinator

Budget:

nil

People:

nil

3. Relationships

Internal

- Child, Youth and Families team including staff and supervisors.
- Child Youth Family – Residential
- Uniting corporate services staff

External

- Mentors in the program, Mentee's and community members
- Service providers, advocates, and other support services

4. Key responsibility areas

Connecting with Community

- Identify and link community members, groups, associations and businesses with the strengths, passions and goals of young people (e.g., sports, arts, education, employment, volunteering).
- Create community connections for young people transitioning from the Child, Youth Family – Residential system.
- Able to build relationships and collaborations within a short time for the benefit of young people.
- Liaise with local partners to improve outcomes and community connectedness for young people transitioning from Child Youth & Families – Residential system.

Youth Mentor Program Coordination

- Establish, plan and implement a Mentoring Program plan which meets the needs and interests of program participants and funding requirements.
- Identify mentors, assess mentee applications, and facilitate selections and the appropriate pairing of mentors and mentees.
- Inform mentee candidates of the results of the selection process.
- Ensure best practice, standards and protocols are established and maintained throughout the program.
- Act as a referral point for any issues that may emerge in the relationship between mentee and mentor or other program issues and address any concerns.
- Ensure the mentoring program is working as intended and track its progress as required.
- Ensure mentoring program participants (mentors and mentees), and key stakeholders receive relevant materials and briefings.
- Carry out post-program evaluation or feedback processes and report the results.
- Establish annual program review protocol to ensure program continually meets expectations and ensures effective practices and standards are met.
- Keep informed of current research and information relevant to the program to develop/maintain an ongoing working knowledge of mentoring practices, activities and techniques.
- Undertake other duties and responsibilities as required.

Position Description

Youth Mentor Coordinator

Administration and Finance

- Fulfil program requirements regarding case records, statistics, tracking and other data gathering requirements, including the use and maintenance of records.
- Create an Outcomes Report detailing achievements and progress to the planned areas of the Wimmera Mentors Program.
- As directed by Program Manager and supervisor e.g., Brokerage.

People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful and enthusiastic work environment.
- Support a positive team culture and contribute to the activities of the team through engagement at team meetings and within the tasks that are undertaken.
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.
- Develop and maintain effective relationships with key stakeholders including clients, families, community service organisations, relevant professionals, and government officials.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organization

5. Performance indicators

- These are optional for the time being but will be mandatory as a performance management and development framework (and process) evolves.
 - Group in key areas (e.g. Achieves results, customer management, stakeholder management, people management, teamwork, professionalism – or against any capability framework (if inexistence) with headings in order of importance and insert the results expected and how they will be measured.
-

6. Person specification

Position Description Youth Mentor Coordinator

Qualifications

- A relevant tertiary qualification in Social Work, Welfare Work or Social Sciences, or less formal qualifications with significant industry experience, are desirable but not essential.

Experience

- Working with young people with an Out of Home Care or Residential Care experience.
- Experience working with traumatised young people and supporting young people to grow and develop.
- Understanding and work in child safe practices and risk management strategies.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Highly developed interpersonal skills, including the ability to communicate in a professional manner, negotiate and solve problems effectively.
- Excellent written skills, including the ability to present case notes, assessments and reports in a professional manner.
- Ability to supervise, coach & develop volunteer mentors.
- Ability to facilitate and deliver training to small groups.
- Willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment.
- Competent computer skills

Desirable

- Competent Ability to understand the impacts of disadvantage, adversity and trauma on young people from Child, Youth and Families – Residential systems.
- Transferable skills relating to networking, collaboration and stakeholder relationship building.
- Willingness to develop skills to support the success of this role and outcomes for young people.

Mandatory

- Current Driver's License
- Current Victorian Working with Childrens Check
- Successfully completed National Police Records Check

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

Position Description
Youth Mentor Coordinator

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: