



Job Package

Project: Pathways Mentoring Program

Position: Youth Mentor

Position Status: Permanent/Casual



YOUTH MENTOR STAFF

Pathfinders is a community based organisation providing supported accommodation and homelessness services, family and youth support services, Juvenile Justice, Disability support services and Out of Home Care services across the New England and North West Tablelands of NSW. Pathways Out of Home Care Services adopts the Response Ability Pathways (RAP) philosophy and approach to youth development into its daily operation and long-term development planning. RAP is a therapeutic approach to youth development and has its roots based in traditional Native American culture.

Our Pathways Mentor program will provide a structured and trusting relationship that brings Children and Young people together with caring individuals who offer guidance, support and encouragement to assist with life skills, education, health and recreational activities.

Essential Criteria:

1. Ability to interact with and form healthy relationships with young people
2. Commitment to ethical work practices including maintaining professional boundaries
3. Excellent verbal and written communication skills
4. Ability to work both independently and as part of a team
5. Computer literate with reasonable typing skills
6. Able to work shift work and weekends
7. Willingness to adopt the Pathways program philosophy and engage in training when provided
8. First Aid Certificate or willingness to obtain
9. Possess a current driver's licence
10. Possess a current working with children check number
11. Possess a current national criminal check

Desirable Criteria:

- a. Relevant tertiary qualifications and/or relevant experience in a human services setting
- b. Experience in working with Children and Young People in OOHC or other vulnerable youth
- c. Experience in working with Children and Young People in Mentoring or other aspects of Mentoring
- d. Knowledge of the rights of Children and Young People and a commitment to upholding and advocating for them

Salary:

Social, Community, Home Care and Disability Services (SCHADS) 2010 Award - Grade 3 plus penalty rates for shift work including weekends, superannuation and salary sacrifice option. This rate is subject to negotiation based upon experience and qualifications. A 6 month probationary period will apply. The successful applicant will be required to provide the Working with Children and Criminal History Check.

Inquiries:

For further information please contact Senior Manager on 0409 963 949 or sallym@pathfinders.ngo



Guide for applicants

Pathfinders observe EEO principles when selecting and recruiting staff. Positions are offered on the basis of merit, that is, the applicant considered to be the most capable of doing the job is selected.

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

How to apply

Applicants MUST follow these steps to be considered for the position.

1. Prepare a typed application which includes:
 - A statement against each of the essential and desirable selection criteria for the position, giving examples to demonstrate how you meet them.
 - A current resume detailing your relevant skills and experience.
 - A photocopy of your relevant academic qualifications.
 - The names and phone numbers of three Referees (at least one referee should be a recent supervisor, if possible).
2. Please email applications to hr@pathfinders.ngo

OR

3. Place application in an envelope marked “Confidential” and post to:

Human Resources Manager
Pathfinders
87 Beardy Street
ARMIDALE NSW 2350

Pathways run on a rolling recruitment system, meaning that there is no closing date for applications. We always have need for new staff and our interview process is initiated when we have the required number of successful candidates.

Interview

If you are selected for an interview, you will be contacted by telephone. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.



POSITION DESCRIPTION

YOUTH MENTOR WORKER

Position Title:	Youth Mentor
Responsible to:	Manager Casework
Position Status:	Permanent /Casual
Salary:	SCHADS Award Grade 3 – <i>negotiable based upon experience and qualifications</i> (plus penalty rates for shift work including weekends)
Hours:	

Purpose of position

Mentors will provide a structured and trusting relationship that brings children and young people together with caring individuals who offer guidance, support and encouragement.

Reporting relationship and accountability

Youth Mentor will:

1. Be responsible to the Senior Manager – Sally McLennan
2. Implement strategies and tasks set by the Senior Manager
3. Participate in the day-to-day operations of the Youth Mentoring Program



Specific tasks and responsibilities

Youth Mentor will:

1. Provide day to day care for Children and Young People in ways which meet their developmental needs (physical, emotional, intellectual and spiritual), and have a positive effect on their self esteem, attachment and security, in accordance with duty of care requirements and agency processes and philosophies
2. Perform a range of care and development tasks such as maintaining the physical environment, domestic duties, encourage the Children and Young People to attend health, nutrition, medical, educational and recreational needs as necessary
3. Provide appropriate support and assistance to Children and Young People who have experienced abuse/neglect, trauma, separation, grief and loss and who present with challenging behaviours
4. Assist Children and Young People to develop social skills, problem solving and independent living skills as appropriate to their age and stage of development
5. Participate in Behavioural Management Plans including management strategies, awareness of behavioural triggers and engaging in a therapeutic culture
6. Participate in Case management with the Children and Young People and other services involved to identify achievable and realistic goals
7. Maintain appropriate daily notes using the AIMS system, vehicle diary and any other paper work relevant to the service to an acceptable standard
8. Model behaviours, values and actions that will provide positive reinforcement for Children and Young People in Pathways in accordance with the Circle of Courage.
9. Maintain professional and personal boundaries with staff and clients at all times
10. Adhere to the Staff Code of Conduct, Professional Boundaries, WHS and Policy and Procedures
11. Attend and participate in regular staff meetings and professional development meetings.
12. Respect the confidentiality and human rights of the Children and Young People at all times
13. Actively participate in all matters or issues which foster teamwork and overall service quality
14. Positively promote the agency and build networks with other agencies
15. Present all accounts, timesheets and financial matters for or processing to Senior Manager
16. Ensure that Pathfinders property and vehicles are maintained to the appropriate standard
17. Work shift, weekend and public holidays as directed
18. Complete all reasonable tasks as directed by the Senior Manager



I acknowledge I have read and understood my responsibilities associated with this Job Description.

Signature: _____

Date: ___/___/___

PATHFINDERS - PURPOSE AND GOALS

PATHFINDERS VISION

Thriving communities, in which all fully participate and develop freely through mutual trust and acceptance.

PATHFINDERS MISSION

To empower people to live with hope and equal opportunity to achieve their potential

Pathfinders Core Business

- Prevention of Youth homelessness through the provision of accommodation and support services (including refuges, OOHC residential and supported family group homes, OOHC Supported Independent Living Programs, foster care support programs and foster care programs, mediation, family counselling and advocacy services)
- Providing independent living skills training programs to enhance the well-being of families, Children and Young People
- Providing re-integration and socialisation programs for Young People who have been separated from their families and from our communities
- Providing family preservation services, supervised contact, therapeutic camps/activities, after care, residential and support services to Children in Out of Home Care
- Providing a range of family and Youth support services developing community partnerships and capacity building within the sector

Service Principles

Pathfinders utilises the following principles to guide provision of services to families, Children and Young People:-

- Pathfinders has a community based focus in the provision of services.
- Pathfinders acknowledges the rights of all families, Children and Young People to social justice, economic and social equality and to be free from discrimination on the basis of religion, gender, race, sexuality or disability.
- Pathfinders utilises individualised and flexible case planning on a strengths based model.
- Pathfinders supports culturally appropriate interactions with families and Children.
- Pathfinders ensures families and Children are active stakeholders in the process of service delivery.
- Pathfinders encourages a team approach to support service provision.
- Pathfinders strives to achieve strong collaboration with its service partners.
- Pathfinders aims to provide timely and appropriate services on the basis of need.



- Pathfinders utilises sound corporate governance principles to inform the operations of the organisation.
- Pathfinders believes that all people have the potential to achieve their goals when they have strong connections to peers and community, have support during times of difficulty and are supported with a sense of hope for the future.

Service Provision

Families, Children and Young People are provided with:-

- Access to appropriate accommodation, which is safe and secure, the resources required to maintain the accommodation, and income support where required
- Opportunities to participate in education, training and employment
- Resources that support their participation in decision making
- Assistance to link with appropriate support agencies
- Resources to assist clients to attain and maintain adequate levels of physical and mental health
- Support to maintain close relationships with significant people in their lives
- Support to reduce isolation, connectedness and independence, and enhance individual self esteem.
- Restore, maintain and enhance family relationships, where possible.
- Essential living and survival skills
- Flexible options to meet the individual needs of the family, child and Young Person.