

DOCUMENT CONTROL

Program:	Specialist Adolescent Services
Position Title:	<i>Better Futures Mentor</i>
Version No:	01
Location:	JSS Wodonga Office – 155 Melbourne Road, Wodonga
Tenure:	Ongoing volunteering subject to available funding to support the position.
Reports to:	Community Connections Coordinator
Current Incumbent:	Position Vacant
Prepared by:	Community Connections Coordinator
Date Approved/Updated:	October 2020
Travel:	Occasional local travel may be required using an agency vehicle

Junction Support Services (JSS) is committed to social change and has been working to reduce poverty and homelessness in communities in North East Victoria since 1989.

The organisation is a not for profit community service organisation providing support to children, young people, single adults and families who are disadvantaged through poverty, homelessness, family violence, mental ill health, and drug and alcohol addiction.

Our Values

Everything we do is underpinned by our core values:

Equity
Access
Participation



Our values are embedded in our organisation and form the basis of our strategic and business planning, recruitment processes, training and leadership development.

We provide trusted human services to our clients by promoting our values to achieve our goals. We ensure our staff treat people as individuals and promote and encourage decision making and community involvement across our service areas.

Our employees proudly provide quality services to our clients in a flexible, honest, fair and confidential manner.

The Junction Support Services Better Futures Mentoring Program empowers young people in our community to make positive life choices that enable them to maximise full potential. The Mentoring Program requires volunteers to commit to supporting, guiding, and being a positive role model to a young person for a commitment period of at least one year. By becoming part of the social network of adults and community members who care about young people, the mentor can help the young person reach positive personal goals.

BENEFITS:

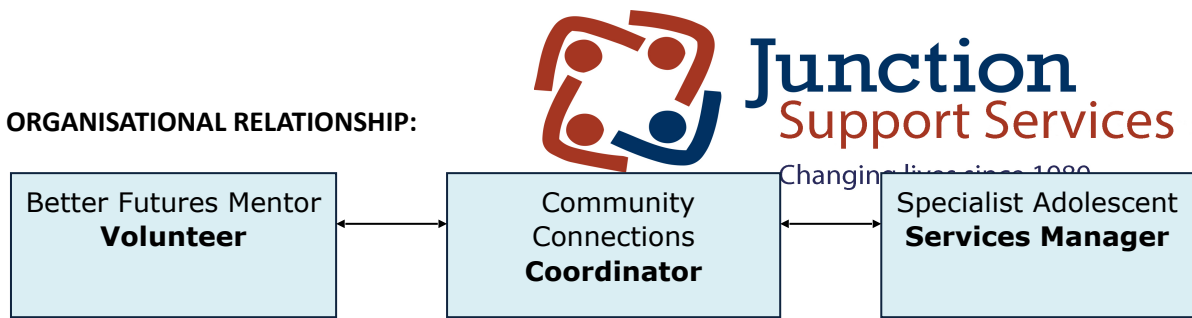
- Personal fulfilment through contribution to the community and individuals.
- Satisfaction in helping someone mature, progress, and achieve goals.
- Training sessions and group activities.
- Participation in a Mentor support group.
- Approved expenses are paid for by Junction Support Services.
- Personal ongoing support and supervision to help the match succeed.
- Mentee/Mentor group activities, complimentary tickets to community events and invitations to recognition events.

KEY OBJECTIVES:

1. To role model and mentor young people to assist with the transition to independent living.
2. To build the relationship with young people by planning and participating in activities together.
3. To support the young people to build their self-esteem and motivation.
4. To help the young people set goals and work towards accomplishing them.



ORGANISATIONAL RELATIONSHIP:



Although this is not paid employment, the Better Futures Mentor is still considered to play a key role within Junction Support Services supportive team environment. The Better Futures Mentor will liaise with the Community Connections Coordinator who will be allocated to provide assistance and guidance. The Better Futures Mentoring program is managed by the Specialist Adolescent Services Manager at Junction Support Services.

KEY RESPONSIBILITIES:

The Mentor:

- Be willing to communicate regularly with the Community Connections Coordinator and submit regular updates on meetings and activities.
- Commit to making contact with Mentee weekly and a face to face contact fortnightly.
- Agree to attend mentor trainings as required.
- Agree to a one year commitment to the program.
- Maintain client confidentiality.
- Serve as a positive role model to the mentee.
- Be willing to comply with Junction Support Services Volunteering Programs policies and procedures.

The Organisation:

- Comply with JSS' policies and procedures; funding guidelines; and legislative requirements.
- Maintain safe work practices, following OH&S guidelines.
- Maintain the agency's ideological framework of a strength-based work practise.
- Actively participate in informal supervision
- Have a current driver's license, auto insurance, and good driving record

VOLUNTEER BETTER FUTURES MENTOR



Attributes

Although this is an unpaid position it does require the Better Futures Mentor to take on a certain amount of responsibility. Therefore this role would ideally suit a person who;

- Possesses good listening skills,
- Is encouraging,
- Supportive,
- Patient,
- Flexible,
- Tolerant and
- Respectful of individual differences.

Conditions of application

The Better Futures Mentor will be required to undergo standard Junction Support Services satisfactory pre-volunteer checks, including:

- Three (3) referees,
- National Police Check,
- Victorian Working with Children Check.

Junction Support Services recognises the important role Better Futures Mentors play in making a difference to young people. Therefore, Better Futures Mentors are offered ongoing support from the Community Connections Coordinator.

Junction Support Services does not bind itself to make any appointment whatsoever from applications received. Junction Support Services is an equal employment opportunity employer.

EXPRESSIONS OF INTEREST:

Please address applications to:

Jacque Owens
Community Connections Coordinator

Junction Support Services
PO Box 1490
Wodonga VIC 3689



Junction
Support Services

Changing lives since 1989

or emailed to:

jacque.owens@junction.org.au

For further information regarding details about the position, please contact the Community Connections Coordinator, Jacque on 0408 361 553 or 02 6043 7461.

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Declaration of Current and Ongoing Capacity

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position as described both in writing in this document, along with any verbal explanations in terms of:

- a) The knowledge, skills and attitudes required; and
- b) My physical and psychological capacity to undertake the work.

I understand and accept that I must also comply with JSS' policies and procedures.

Additionally, I agree to notify Junction Support Services of **any change** in my capacity to meet the requirements as outlined in this Position Description, including any changes in the status of my driver's licence and/or my ability to meet legislative requirements such as the Working With Children Check and police check.

Signed:

Witnessed:

Date:

