



Aboriginal Youth Mentor Worker

POSITION DESCRIPTION

Position Title	Aboriginal Youth Mentor Worker
Unit	Community Services
Reports to	Cultural Strengthening Team Leader
Direct Reports	N/A
Hours of Work	38 hours per week
Mode of Employment	Full time
Award / Agreement	Social, Community, Home Care and Disability Services Industry Award (MA000100)
Classification	Social and Community Services Employee Level 2 Pay Point 1 – Level 3 Pay Point 1
Remuneration	Based on qualifications and experience
Salary Packaging	Range of salary packaging benefits are offered to part-time and full-time employees.
Location	Heywood/Hamilton
Probationary Period	A six-month probationary period will apply.

1. PRIMARY PURPOSE OF POSITION

The purpose of this position is to engage with youth in the Youth Mentoring program in Heywood, Hamilton, Portland and surrounds.

Key responsibilities

The key responsibilities of this position are to:

- Maintain contact with the youth in the program
- Work with other units within Winda-Mara to identify potential youth to participate in the youth program
- Organise and coordinate a youth drop in centre in both Heywood and Hamilton
- Participate in school holidays programs and record numbers
- Conduct regular home visits to build relationships with families
- Ensure workplans align with the project deliverables
- Enter data into Infoxchange
- Implement, record and review mentee/mentor surveys
- Complete funding reports with Team Leader
- Organise and coordinate youth mentor sessions
- Attend supervision with Team Leader on a monthly basis
- Prepare reports/internal newsletters when required
- Attend relevant training and information sessions
- Work closely with Winda-Mara SEWB team around youth mental health and wellbeing
- Other duties as required within the scope of this role and coordinated through the line management

2. ABOUT WINDA-MARA ABORIGINAL CORPORATION

Winda-Mara Aboriginal Corporation (WMAC) is a community-controlled organisation located in South-West Victoria with offices in Heywood and Hamilton. WMAC was established in 1991 as a result of members within the community wanting to provide better health, education and employment opportunities for Aboriginal and Torres Strait Islander people living in the area and has a strong membership base.

WMAC employs over 80 people and has a key focus to provide opportunities for local Aboriginal and Torres Strait Islander people and access culturally appropriate services. WMAC believes that culturally appropriate services will ensure a balanced approach by working with people rather than for people which will provide equality and self-determination. WMAC provides a range of services to Aboriginal and Torres Strait Islander people and their families across Heywood, Hamilton, Portland, and surrounding areas over a number of programs including Land Management, Family Services, Medical Clinic and Allied Health, Health Promotion and Prevention, Community Wellbeing, Culture and Tourism, Governance and Administration and Kinship Care and Support.

Our Vision is "That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria's far south-west to lead fuller lives".

Our vision will be achieved by focusing on four themes.

3. SKILLS, EXPERIENCE AND KNOWLEDGE (KEY SELECTION CRITERIA)

- Sound knowledge and understanding of local Aboriginal culture and community
- Ability to effectively communicate with Aboriginal youth
- Demonstrated experience working with young people in an enthusiastic and positive manner
- Keen interest in a strong focus on the cultural, educational and aspirational required to motivate participants
- Ability to plan, implement and evaluate programs and services
- Demonstrated experience in steering committee management
- Demonstrated ability to develop, maintain and facilitate networks and community partnerships
- Good administrative and organisational skills
- Good written and verbal communication skills including the ability to prepare documentation and public speaking

4. POSITION REQUIREMENTS

Y	Current Victorian Drivers License
Y	Ability to obtain a National Police Check
Y	Ability to obtain a Working with Children Check
Y	This position is a designated Aboriginal and Torres Strait Islander specific position.
Y	After hours and weekend work may be required
Y	Pre-employment declaration

5. GENERAL TERMS OF EMPLOYMENT

1. All employees agree to abide by Winda-Mara’s Policies and Procedures and Code of Conduct.
2. All employees agree to act in a safe manner to provide a safe working environment.
3. All employees agree to participate in an Annual Performance Review and any other review processes.
4. Winda Mara will support employees to successfully perform their role through training and other support as appropriate.
5. Attend and participate in team/divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise.

6. Communicate constructively to other team members and/or company employees.
7. Be aware of and communicate to other employees opportunities for improvement in processes, practices or procedures.
8. Actively work with and support other team members and/or employees to achieve organisation's goals.
9. The successful applicant will be required to disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.

Applications addressing the Key Selection Criteria to:

**People and Culture Manager
PO Box 42 Heywood VIC 3304**

Email: peopleandculture@windamara.com