



## **POSITION DESCRIPTION**

<b>Title:</b>	<b>Education &amp; Employment Mentor – Premier’s Youth Initiative</b>
<b>Enterprise Agreement:</b>	Community Sector Multiple Enterprise Agreement 2009
<b>Classification:</b>	Social and Community Services level 4
<b>Usual work location:</b>	Campbelltown
<b>Cost Centre:</b>	474
<b>Usual hours of work:</b>	Full-time (76 hours)
<b>Position Objective:</b>	To establish an understanding of a young person’s history, interests, abilities and aptitude, and to motivate and support them to create and implement an education and/or employment plan developing individual pathways to achieving goals.

**Position Responsibilities:**

- Evaluate education and employment opportunities in the community
- Assist young people build internal and external resources to support successful participation in education and/or training opportunities.
- Assist and support the navigation of educational enrolments, study requirements, timetables and related administrative demands of education providers Plan realistic career goals and assist young people to develop personal motivation strategies to achieve these goals
- Assist young people to apply for jobs and develop behaviours and skills for successful interviewing
- Source and/or design educational supports in relation to job seeking and job interviews
- Assist young people to manage working environments and relationships
- Input, maintain and submit updated records relating to the delivery of the mentoring service
- Adopt a trauma informed approach to working with young people.

**Key behaviours:**Client Focus

Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client.

Analysis

Reviews and analyses information and recommends a specific course of action.

Creativity

Develops new ideas and unique and novel solutions.

Initiative

Originates action and actively seeks to contribute rather than passively accepting situations.

Job Motivation

Is a self-starter and self-motivated and maintains a high level of enthusiasm for work responsibilities.

**All Applicants to address each point of the Key Skills, Key Knowledge and Key Experience criteria:**

**Key skills:**

- Ability to engage and work with young people as a mentor
- A passion for education and unlocking potential
- Ability to communicate clearly and empathically
- Ability to negotiate and overcome barriers
- Positive outlook, good energy and sense of humour
- Data entry, record maintenance and general computer skills

**Key knowledge areas:**

- An understanding of an out of home care services
- Knowledge of education system and alternative education pathways
- Knowledge of developing and facilitating workshops

**Key experience:**

- Previous experience in an education setting or department.
- Practical experience developing workshops and training
- Practical experience working with young people and the issues that place them at risk of disconnection

**Qualifications:**

Relevant Tertiary qualifications in Community services, Education, Youth work or related disciplines are essential and a Cert IV in training and assessment is desirable.

**Reports to:**

**Team Leader**

**Direct reports:**

Nil