



POSITION DESCRIPTION

Brave Mentor

POSITION TYPE

Full time
Approx. 3-year Fixed Term
Contract

REPORTS TO

Northern Team Leader

DIRECT REPORTS

Nil

LOCATION

Cairns and Surrounds

START DATE

November 2021 (*Negotiable*)

As a Brave Foundation Mentor, you are a central figure within Brave working with young people who voluntarily choose to participate within the SEPT Program.

Under the program, a tailored 'Pathway Plan' is developed to guide participants through an interactive and flexible mentoring program designed to help them identify and pursue their goals – and connect to opportunities and support services – in the areas of workforce readiness and training, parenting support, health and wellbeing, financial and other life skills, and educational prospects within their local communities.

Collaboration with existing government and community service providers is central to the SEPT model. SEPT supports expecting and parenting young people to navigate multiple providers across the complex service landscape.

Once paired with their mentor, participants will have meetings addressing a range of priorities from education and workforce readiness to goal setting, health and wellbeing, finance and housing, and everyday parenting skills. With goals identified, the mentor supports the participant to connect with relevant support services. Participants also access services that directly contribute to workforce participation – such as career counselling sessions, and assistance with clothing, equipment, or police checks.

The working hours for this role are flexible and negotiable

ABOUT BRAVE

Brave Foundation is an Australian not-for-profit organisation that equips expecting and parenting teens with resources, referral, and education opportunities to facilitate happy, healthy, and skilled families over time.

Our vision is to build a village of support and acceptance around expecting and parenting teens. We believe in the boundless potential of all by transforming social connections.

Our mission is to build a virtual village of support around each person by creating a network of meaningful connections to ideas, people, services, and resources.

Currently, Brave Mentors are based in Darwin, Greater Melbourne, Geelong, and Greater Hobart, with a Virtual Mentor providing online support Australia wide.

OUR RECRUITMENT GUIDING PRINCIPLES

We have three guiding principles by which we approach our hiring process:

1. We embrace flexible work arrangements, built on trust and respect.
2. We encourage applicants from all cultures, ethnicities, and backgrounds.
3. We have a strong focus on diversity, inclusion, gender equity and gender equality across all our operations.

DIVERSITY STATEMENT

At Brave, we welcome all people to be unapologetically themselves. We are not the same and that is our greatest strength. It is the collective sum of our individual differences, beliefs, experiences, self-expression, and talent that enables us to live out our purpose and values.

Brave is committed to cultivating and preserving a culture of equity, diversity, and inclusion across the organisation and all of our operations.

Those from ATSI, CALD, and LGBTQIA+ communities, and persons living with disability, are strongly encouraged to apply.

OUR VALUES

Inspire

We support and encourage our community to dream.

Empower

We champion and resource individual potential.

Connect

We establish and strengthen collaborative relationships.

Include

We embrace diversity and combat prejudice.

Innovation

We are willing to challenge the status quo and embrace innovation in our operations and in the ventures we support.

BENEFITS OF WORKING FOR BRAVE

As a not for profit registered with the Australian Charities and Not for Profits Commission, Brave offers our employees attractive salary packaging options.

Brave's workplace culture encourages a healthy work life balance, allowing for flexible working hours and the ability to work from home (*subject to requirements of the role*).

RESPONSIBILITIES AND DELIVERABLES

Key Responsibilities

- Develop positive ongoing relationships with participants (new and existing) through the provision of quality mentoring, inclusive of navigating systems and development of individualised pathway plans
- Advocate for participants as needed and identify and facilitate appropriate referral pathways to complement pathway plan and goals
- Maintain a standard of service to participants and stakeholders by responding to tasks in a timely and respectful way whilst always ensuring Brave's values are upheld
- Work within a framework of self-determination allowing participants to develop their own goals and plan for the future without judgement or discrimination. Ensure all participants and stakeholder contacts are free of personal opinion ensuring professional boundaries are consistently upheld
- Provide short term support services and where necessary refer participants to appropriate providers
- Identify new stakeholder relationships and opportunities to promote Brave and the Pathway program whilst fostering mutually beneficial, collaborative working relationships
- Establish and maintain strong working relationships with community groups and private businesses, to develop strong referral networks for Brave Foundation to meet participant needs
- Participate in appropriate community networking meetings as required
- Facilitate the administration and progress of any relevant working parties and/or committees
- Regularly attend and contribute at meetings and be a positive representative of the Brave Foundation
- Support current and new initiatives in Brave Pathway Program service delivery
- Maintain a log of all stakeholders who contact Brave Foundation to monitor and report on trends in frequently asked questions relevant to the Mentor position
- Maintain accurate and up to date participant files, changes in circumstances including contact information and referral information utilising the Brave Record Management System
- Provide regular and systematic updates on participant data, local analysis and summation of findings as required
- Carry out special projects, including but not limited to continuous improvement, research, and analysis, as allocated by management that are within your skill set and experience
- Communicate with stakeholders, participants, and supporters to achieve aims of projects
- Continue to develop professionally and personally to meet the changing needs of the position and the organisation
- Participate in regular employee coaching and review meetings, identify opportunities for skill development and professional wellbeing
- Contribute to an effective and respectful system of communication with all participants and fellow employees at Brave Foundation

Challenges

As a small organisation Brave requires all Mentors to work within their skills and experience and to seek advice and support when required, ensuring all participants are provided adequate care and support. Mentors provide a model for a healthy, trusting relationship through clear communication and setting appropriate boundaries.

KEY SELECTION CRITERIA

Essential

- Relevant qualifications and/or demonstrated experience in community services, youth work, education, or primary health care setting
- Build respectful and trusting working relationships and work with young people from various backgrounds to identify and understand their needs, rights, strengths, lived experience and opportunities.
- Understanding of the responsibilities associated with working with young people including, boundaries, confidentiality, duty of care, relevant legislation, common law obligations and professional conduct.
- An understanding of the complexity of youth issues including homelessness, mental health, transport, service system and trauma
- Strong interpersonal and communication skills with the ability to obtain relevant information, negotiate and influence decision making both with internal and external stakeholders, participants, and colleagues

SELECTION CRITERIA

- Ability to self-motivate and work autonomously in a fast-paced, dynamic environment
- Ability to work co-operatively and effectively within the team as well as independently with minimal local supervision
- Ability to work effectively with a range of stakeholder groups, including adolescents, families, professionals, and other personnel from a wide range of social, economic, and cultural backgrounds and linguistic needs
- A current and valid Working with Children Check and National Police Check, or the ability to obtain one
- Excellent written and verbal communication and time management skills
- High emotional intelligence and accountability
- High level of professional maturity and adaptability
- Problem solving skills and “can do” positive attitude
- A flexible, calm, empathetic and non-judgmental nature – with a great sense of humour

- High level proficiency in MS Office software (e.g., Word, Excel, Power Point)

Personal Attributes

- Live Brave’s purpose and values, build meaningful connections, include, inspire, and empower fellow mentors and participants of the SEPT program
- Be a positive advocate for Expecting & Parenting Teens and an ambassador for Brave and the Pathway program
- A passion for making a difference through providing holistic mentoring and navigation in a primary health care setting
- A high degree of self-awareness and respect for own health and wellbeing

Desirable

- Experience with Microsoft Teams
- Knowledge of, or willingness to obtain knowledge of, issues associated with teen pregnancy and parenthood

TIME COMMITMENT AND TRAVEL

Occasional interstate and intrastate travel will be required.

APPLICATION PROCESS

Please submit a cover letter addressing “Key Selection Criteria” together with a current CV to SEPTProject@bravefoundation.org.au

Please include in the subject line of the email

“Mentor Cairns - Application”

Applications will be processed, and candidates interviewed as applications are received. We encourage you to apply early.