



Victoria Daly
REGIONAL COUNCIL

MENTOR

OUR VISION

To strengthen our region through fostering development, growth, and social wellbeing
"Moving Forward Together"

POSITION DESCRIPTION

REPORTS TO	Employment Coordinator through to Indigenous Mentor Support Coordinator	CLASSIFICATION & HOURS	Level 3 – Full time / Part Time
DIVISION	CDP	LOCATION	Community Based

JOB PURPOSE

Deliver and facilitate a solution-focused mentoring program within local communities, to overcome barriers and/or challenges, to work toward improving and increasing retention of staff through scaffolded learning.

DUTIES AND RESPONSIBILITIES

- Work in conjunction with the Indigenous Mentor Support Coordinator to assist in the implementation of the Mentoring Program.
- Provide support to employees to assist the mentee in long term employment.
- Support employees through cultural awareness to enable good working relationships.
- Support mentees with cultural barriers that may occur in their workplace.
- Develop and maintain good relationships with all employees and stakeholders.
- Assist and support Mentees to embed efficient life skills practice.
- Ensure accurate records are kept enabling tracking of progress of mentoring.
- Assist in performing individual needs assessment and training evaluations on an ongoing basis.
- Where appropriate motivate and support CDP participants and Victoria Daly Regional Council staff, in applying their newly learnt skills, to their practical working environment.
- Ability to follow reporting process and be confident to work with other stakeholders to develop and implement solutions and provide options for issues that may arise from time to time.

EDUCATION REQUIREMENTS

1. Mentoring (desirable)

EXPERIENCE & KNOWLEDGE REQUIREMENTS

2. Deep understanding of the cultural landscape, cultural practices, barriers and challenges that staff may face in their role.
3. Ability to work impartially, confidentially, with respect and communicate in a positive manner, as a role model.
4. Time management and organisational skills.
5. Ability and confidence to communicate effectively especially in terms of trouble shooting and problem solving.
6. Ability to build good relationships for positive outcomes.
7. Administration experience and the ability to use Microsoft Office suite to assist you with your tasks.
8. Demonstrate a commitment to Equal Employment Opportunity and Work Health and Safety and Cultural Diversity Principles.

OTHER REQUIREMENTS

1. Criminal History Check (recent within 3 months)
2. A current Working with Children's Card.
3. A current Drivers Licence.

EMPLOYMENT CONDITIONS

The position holder's employment conditions are as set out in the holder's letter of employment offer and, in the Victoria Daly, Regional Council Enterprise Agreement 2021-2023.

ACKNOWLEDGEMENT

CDP REGIONAL MANAGER: *Patricia McGillivray* Patricia McGillivray (Mar 2, 2023 09:44 GMT+9.5) DATE APPROVED: Mar 2, 2023

CHIEF EXECUTIVE OFFICER: *[Signature]* DATE APPROVED: Mar 2, 2023

