

POSITION DESCRIPTION

JOB TITLE	Youth Mentoring Program Worker
REPORTS TO	CEO

The Women's Justice Network (formerly WIPAN) is a not-for-profit, community-based organisation dedicated to improving the status, wellbeing and prospects of women and young women affected by the criminal justice system. WJN addresses the many issues facing criminalised women and young women both systemically through advocacy, and individually through one-to-one mentoring of women. WJN operates on the premise that providing women and young women with gender-responsive social support will lead to a reduction of recidivism rates and a minimisation of the burgeoning prison population.

JOB PURPOSE

The Youth Mentoring Program Worker will coordinate and deliver the WJN 'My Way' Youth Mentoring Program to young women aged 15 – 25 years of age; who are, have been or are at-risk of entering the criminal justice system. The Youth Mentoring Project Worker will be required to maintain a current case load of 15 young women.

The responsibilities of the position include: ensuring that the WJN 'My Way' Youth Mentoring Program is able to provide young women with holistic social support; including the management of the Youth Mentoring program, collection, collation and recording of client data; supervision of mentoring relationships; on-going professional development; group supervision for mentors through monthly meetings; and the recruitment/training of young women and volunteer mentors.

DUTIES AND RESPONSIBILITIES

Main Duties

- Provide support to mentors and young women, monitoring and supervising all mentoring relationships, processing and responding as appropriate to mentors' weekly activity sheets, referring mentees to appropriate services, coordinating the support provided to mentees, and conducting monthly mentors' meetings.
- Serve as the primary point of contact for the young women and volunteers assigned to you
- Formally exit both mentor and mentee when the time comes to end a mentoring relationship
- Manage mentor and mentee program support needs
- Liaise with other individuals and organisation's that have mutual clients to ensure the

development and maintenance of a holistic support network

- Receive and assess referrals of mentees for participation in the program in consultation with the CEO
- Attend relevant correctional centres, rehabilitation facilities, etc. to meet, assess and liaise with prospective and current young women
- Develop and maintain appropriate information and referral sources and networks with both government and non-government agencies

Administration

- Undertake office administrative tasks related to full filling your role
- Write monthly reports and other reports where necessary or requested by the supervisor
- Develop your own work plans
- Client case notes are recorded daily and kept up to date
- Manage client files in accordance with the WJN mentoring model
- Manage data collection and ensure that required data are collected and entered regularly into the appropriate databases and computer systems
- Adhere to all program reporting requirements

Supervision of volunteers

- Recruit, assess and train volunteers to become youth mentors
- Link and match mentors and mentees in accordance with the WJN mentoring model
- Supervise and support volunteers
- Facilitate and conduct group professional supervision of mentors

Team Work & Supervision

- Participate in ongoing training and professional development activities
- Attend meetings as required
- Attend and actively participate in supervision with your supervisor on a regular basis
- Actively participate in staff meetings, intake meetings, peer review and case management meetings.

Work Health and Safety

- Have an understanding and adhere to Work Health and Safety policies and principles to ensure the health and safety of yourself and others at the workplace at all times.
- Work within all specific Corrective Services NSW WH & S requirements when working within Corrective Services environments.
- Where required, conduct risk assessments on program and activities to ensure the safety of staff, volunteers and young women
- Report hazards immediately and contribute (where appropriate) to the development of corrective actions that may be put in place to address these hazards.
- Be aware of strategies to maintain personal health and wellbeing

Other duties

- Other duties, tasks and projects as required by your supervisor from time to time

DIRECT REPORTS

- Volunteer mentors

INTERNAL CONTACTS YOU WILL LIAISE WITH

- CEO, Staff and volunteer mentors

EXTERNAL CONTACTS YOU WILL LIAISE WITH

- Women Inmates, released inmates aged 15 – 25 years
- Adult and Juvenile Correctional Centre staff and management
- Police
- Schools
- FACS and child welfare agencies
- Housing, mental health and other social services
- Community and/or Government agencies

QUALIFICATIONS

Education

- Relevant tertiary qualifications in Social Science, Social Work or similar

And/or

Industry Experience

- Minimum 3 years experience working with young women aged 15 – 25 years with complex needs

Selection Criteria

- Knowledge of the impact of homelessness, mental health disorders, domestic violence, sexual assault, and existing legal barriers to socially and economically disadvantaged young women
- Experience in recruiting, training and supporting volunteers as an integral part of a service delivery model.
- Demonstrated experience with working with and supporting young mothers
- Demonstrate an understanding of the issues and challenges that young women affected by the criminal justice system face.
- Demonstrated ability to work sensitively and effectively with marginalized and/or vulnerable young women
- An understanding of the concept of mentoring and the ability to apply mentoring principles to working with young women
- Demonstrated experience with time management, prioritisation, including maintaining client records and reports
- Experience working with and engaging Aboriginal women

- Demonstrate an awareness of the issues faced by Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse clients.
- Excellent verbal and written communication skills, interpersonal skills and ability to build rapport quickly

Other Requirements

- An understanding and adherence with Work Health and Safety principles to ensure the health and safety of yourself and others at the workplace. The ability to apply risk management and prevention strategies within a complex criminal justice environment.
- An understanding of the principles and practices related to workplace diversity and Equal Employment Opportunity (EEO).
- Have an understanding of, or capacity to work within, the criminal justice system.
- The capacity to receive clearance via a criminal record check.
- Adherence to the Women's Justice Network of Conduct and Ethics to ensure ethical issues are promptly addressed.
- Proficient computer literacy and experience with the Microsoft Suite (PowerPoint, Word, Outlook Express - email)
- Previous experience with the use of in-house databases.
- Current driver's licence
- Current Working with Childrens Check

OPERATIONAL DELEGATION

- Freedom to act and make decisions regarding the day to day operations as set within defined practices, policies and procedures.

FINANCIAL DELEGATION

- You will have a financial delegation of up to \$50 for any work related matter involving finance, petty cash, financial case plans and reimbursement to volunteers. Any individual item above \$50 needs to be directed to your manager for review and approval

TRAINING REQUIRED

Provided by Women's Justice Network

- Orientation training in regards to the policies, procedures and practices specific to this role
- Child Protection Training (Identify and Respond To Risk Of Harm or equivalent)
- Work Health & Safety Training
- Anti discrimination and work place harassment training
- Cultural awareness training
- Ongoing staff development opportunities externally with other training providers

Provided by Corrective Services NSW

- Security Awareness Training

SIGNATURES

Name of Position
Holder

Name of
Manager

Signature

Signature

*Copy
1 for the Position Holder
1 for the HR File*