

ASISTA VOLUNTEER MENTOR POSITION DESCRIPTION



JOB TITLE: Asista Volunteer Mentor

REPORTING TO: Program Coordinator

EXPECTED COMMITMENT: 2-6 hours per fortnight, for the duration of 1 year

LOCATION: Melbourne CBD and suburbs

REMUNERATION: This is a volunteer position. Volunteers are reimbursed for some outing expenses (activities, food and parking).

THE ROLE: The Asista Volunteer Mentor will be responsible for providing friendship and positive relationships to a designated mentee. The mentor will encourage the mentee to develop their interpersonal skills, self-esteem and resilience by role modelling healthy lifestyle choices and community involvement. Mentees choose to participate in Asista Mentoring Program which is one of a range of supports and interventions available to child protection clients.

The program encourages personal development, new experiences and opportunities for mentees and their mentors through fortnightly social and recreational activities. The Asista Volunteer Mentor will be responsible to ensure the highest standards in providing a supportive and safe environment whilst engaging with the mentee.

YWCA VISION: A future where gender equality is a reality.

YWCA PURPOSE: Making young women's leadership and women's housing our priority for gender equity in Australia.

It is a requirement that the job holder fully complies with, promotes and lives

YWCA's Core Values:

FEMINISM

INCLUSION

EXCELLENCE

INNOVATION

INTEGRITY

KEY RESPONSIBILITIES

Mentoring:

- To engage in social and recreational activities with a mentee for an average of 2-6 hours per fortnight
- Provide an environment that is supportive to the mentee's emotional and physical safety
- To attempt phone contact with the mentee weekly or as needed and develop a supportive fun friendship

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- To adhere to all boundaries and guidelines as described in the Mentor Boundaries and Mentor Code of Conduct outlined in the Mentor Handbook
- Have a clear understanding of YWCA's policy and procedures in relation to child protection, and comply with all requirements

Training and Support:

- To attend initial training and induction session
- To participate in individual supervision with Asista Program Coordinator as required
- To attend quarterly Volunteer Support Meetings
- To seek assistance from the Asista Program Coordinator regarding any concerns about the mentoring relationship and any difficulties

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Current Victorian driver licence and access to a car
- A minimum one-year commitment once paired (option to extended)
- Compulsory Mentor Training
- An understanding of working effectively and sensitively with people with complex needs and challenging behaviours
- Successful National Police Check and Working with Children's Check; and International Police Check(s) (where required)
- This position requires the volunteer to comply with the organisation's Child Protection Policy.