

Position title:	Youth@Work Mentor	Commitment requested:	Minimum 6 month commitment to at least 1 participant is requested
Report to:	Mentor Development Officer, Youth@Work	Location:	High density areas of migrant youth across the Sydney area with flexibility for phone/email contact

About Settlement Services International (SSI)

Settlement Services International is a community-based, not-for-profit humanitarian organisation providing a range of services in the areas of refugee and migrant settlement, accommodation, asylum seeker assistance, multicultural foster care, disability support, employment services and youth support in NSW.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

At SSI, we value:

- Social justice – Equity and access for all
- Diversity – Respecting diversity and being non-discriminatory
- Compassion – Caring, empathy and respect for the dignity of others
- Respect – Cooperation and mutual respect

In delivering our services, we value:

- Quality – Dynamic, flexible and responsive service
- Ethics – Professional practices and accountability
- Innovation – Commitment to partnerships and excellence

Purpose:

SSI Youth@Work is an innovative service that connects people aged 15–24 from migrant and refugee backgrounds with mentors to support them on their employment and education journey in Australia. Mentors provide one-on-one support to participants for up to six months to help them on their employment or education journey and can choose to be matched to multiple participants at any one time.

Contact is maintained via text, email, phone and in person. Mentors must be comfortable coaching participants to identify current and future work goals; to develop/ demonstrate professional competence; and to build confidence in the Australian workplace or navigate the education pathways in line with a long-term employment goal.

Specific duties and responsibilities:

- Assist a participant to develop and implement strategies to retain employment and/or pursue future employment goals
- Support participants to develop inter-cultural competencies for the Australian workplace including developing English language and communication skills
- Work with a participant to further develop skills and strategies to help them maintain employment
- Coach participants to develop problem solving skills for the workplace
- Assist a participant in building life, industry and employment related connections with individuals and networks which will support their positive life choices and enhance their employment outcomes
- Assist in navigating education pathways

- Encourage participants to aspire and work towards personal growth and development through positive role modelling
- Promote a participant's self-esteem and motivation through encouragement and celebrating achievements
- Maintain regular contact with participants
- Adhere to Youth@Work project parameters
- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures
- Follow all reasonable directions provided by the Mentor Development Officer, or delegate

Position requirements:

Background checks	Working with Children Check <input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Reference Check <input checked="" type="checkbox"/> <i>(N.B. The police check will be paid for by SSI)</i>
Essential	<ul style="list-style-type: none"> • Willingness to travel across Greater Western Sydney to work with participants • Interest in mentoring and supporting migrant and refugee youth • Knowledge of Australian workplace, rights & responsibilities and job market • Knowledge of Australian education system and pathways to vocational and higher tertiary education • Knowledge of the Australian workplace and the issues which may face migrant and refugee youth in employment
Desirable	<ul style="list-style-type: none"> • Knowledge of relevant services in Greater Western Sydney • Previous experience working with people from culturally and linguistically diverse (CALD) backgrounds

Benefits:

Reimbursement: Volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses. Volunteers using their own vehicle will need to provide SSI with photocopies of their driver's licence, comprehensive car insurance and compulsory third party insurance.

Training: Volunteers will be provided with access to SSI's flexible, extensive and innovative training program.

Being a member of the SSI Community: Volunteers will be kept up-to-date with all of SSI's important news, events and opportunities.

Authorisation:

Volunteer name _____

Volunteer signature _____ Date _____

Volunteer program signature _____ Date _____