

# Position Description

<b>Title</b>	Parent Mentor
<b>Business unit</b>	Starting Out, Child and Family Services, Eastern Melbourne
<b>Location</b>	185 Mt Dandenong Road, Croydon
<b>Employment type</b>	2x Part time (15 hours per fortnight)   Maximum term until 4 December 2022
<b>Reports to</b>	Team Leader – Starting Out

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We’ve been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We’re there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We’re proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia’s First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The key objective of this position is to assist in the development and operation of all Starting Out program activities and serve as a parenting mentor to the Starting Out participants.

## 2. Scope

**Budget:** *nil*

**People:** *nil*

## 3. Relationships

### Internal

- Starting Out Case Workers
- Team Leader – Starting Out
- Manager – Child and Family Services
- Other Uniting staff members

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### Parent Mentor

#### External

- Starting Out program participants
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## 4. Key responsibility areas

### Service delivery

- Support the Starting Out Team in the provision of group work and in home support to young parents and their children
- Role-Model and mentor positive parenting and play with young parents involved in the Starting Out program
- Assist young parents to access other community supports and services as appropriate
- Maintain associated administrative tasks related to the Starting Out program
- Provide support to Starting Out team as required

### Quality and risk

- Attend and contribute to regular supervision with designated Starting Out team member
- Comply with relevant Occupational Health and Safety standards
- Comply with Uniting policies and procedures and ensure Child Safety at all times
- Raise and report any concerns about Child Safety immediately

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
  - Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
  - Ensure appropriate use of resources
  - Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
  - Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
  - Identify opportunities to integrate and work collaboratively across teams
  - Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
  - Promote a positive safety culture by contributing to health and safety consultation and communication
  - Promptly respond to and report health and safety hazards, incidents and near misses to line management
  - Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position
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## 5. Person specification

### Qualifications and requirements

- Working towards or interest in enrolling in a certificate/diploma in children's services, nursing, education, psychology, youth work or social work is desired

### Experience

- Clear understanding of the issues facing young pregnant woman and young parents
- Knowledge of Group work dynamic and processes
- Awareness/knowledge of ages, stages and development of children
- Confidence in planning and facilitation with the commitment to learning and development
- Proficient computer skills

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- Demonstrated knowledge of practices to engage and assure the cultural safety of clients from a diverse range of backgrounds, including those from an Aboriginal, Torres Strait Islander or CALD background, or the LGBTI community

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Personal Attributes:
  - Verbal ability: Open, honest, articulate and flexible approach to communication – written and verbal. The ability to actively listen.
  - Interpersonal focus: Strong interest in people and respect for others. The ability to suspend judgement.
  - Cooperative: Demonstrates team behaviours striving for co-operative and professional relationships.
  - Conscientious: Responsible, dependable, organised and persistent.
  - Open to experience: High level self-awareness, with the ability to admit mistakes, as an opportunity for reflection, learning and development.
  - Professionalism: Professional, confident, focused and clear about purpose and able to set appropriate personal boundaries.

#### Other Requirements

- Legal eligibility to work in Australia
- Current driver's licence valid in Victoria
- A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
- Current Working With Children Check (Victoria)
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

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## 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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