



# BRAVE

## POSITION DESCRIPTION

<b>Position Title:</b> Mentor	<b>Reviewed Date:</b> July 2019
<b>Reports To:</b> Chief Mentor and Stakeholder Manager	<b>Position Status:</b> Part Time
<b>Positions reporting to this position:</b> n/a	<b>Hours required:</b> Negotiated

### Purpose of Position:

The purpose of this position is to provide a flexible and holistic outreach education plan to expecting and parenting teens, to support and encourage participants in the Brave program to connect and provide support with parenting, health and wellbeing, educational and workforce participation opportunities in their local communities.

The Brave Mentor strategy fosters an early intervention approach, based on the 1000 First Days, leveraging a window of opportunity when young women will be in contact with health and social service providers.

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### Key Relationships & Interactions:

- Chief Executive Officer (CEO)
- Board of Directors
- Employees of Brave Foundation
- Local Stakeholders
- Local Program Participants

### Working within the Crisis support landscape:

Expecting and Parenting Teens (E&PTs) are amongst Australia's most disadvantaged groups (according to ABS data), many of whom are in pre-crisis, crisis or post crisis. Whilst Brave is not a crisis support specific organisation, Brave will help navigate and refer to crisis support intervention, should and when it be needed. Brave Mentors will also be available to meet with E&PT's alongside their crisis support journey, with the aim of still being in connection post crisis to refocus the opportunity of apprehending the dreams, goals and aspirations of the E&PT.

## **Key Responsibility Areas:**

### **Individualised Pathway Plans, Advocacy and Referral Services**

1. Develop positive ongoing relationships with participants (new and existing) through the provision of quality mentoring, inclusive of navigating systems and development of individualised pathway plans.
2. Advocate for participants as needed and identify and facilitate appropriate referral pathways to compliment pathway plan and goals.
3. Maintain a standard of service to participants and stakeholders by responding to tasks in a timely and respectful way whilst always ensuring Brave's values are upheld.
4. Work within a framework of self-determination allowing participants to develop their own goals and plan for the future without judgement or discrimination. Ensure all client and stakeholder contacts are free of personal opinion ensuring professional boundaries are consistently upheld.
5. Provide short term counselling services and where necessary refer participants to appropriate providers.

### **Stakeholders, Partnerships and Organisational Promotion**

6. Identify new stakeholder relationships and opportunities to promote Brave and the Pathway program whilst fostering mutually beneficial, collaborative working relationships.
7. Establish and maintain strong working relationships with community groups and private businesses, to develop strong referral networks for Brave Foundation to meet participant needs.
8. Participate in appropriate community networking meetings as required.
9. Aid and support community services stalls and expos where relevant to the advancement of Brave and the Pathway program.
10. Facilitate the administration and progress of any relevant working parties and/or committees.
11. Regularly attend and contribute at meetings and be a positive representative of the Brave Foundation.

### **Service Management, Systems and Records**

12. Support current and new initiatives in Brave Pathway Program service delivery.
13. Maintain a log of all stakeholders who contact Brave Foundation to monitor and report on trends in frequently asked questions relevant to the Mentor position.
14. Maintain accurate and up to date participant files, including contact information and referral information utilising the Brave Record Management System "Penelope Athena".
15. Provide regular and systematic updates on participant data, local analysis and summation of findings as required.

### **Special Projects and Personal Development**

16. Carry out special project, including but not limited to research and analysis, as allocated by Management that are within your skill set and experience
17. Communicates with stakeholders, participants, visitors to achieve aims of projects.
18. Continue to develop professionally and personally to meet the changing needs of the position and the organisation.

### **Brave Mentor SEPT Code of Ethics:**

1. The Brave SEPT Mentor will recognise that each expecting/parenting teen is an individual and will require an individualised pathway plan to meet their individual circumstances, needs and desires from the program.
2. The Brave SEPT Mentor will make reasonable effort to protect the expecting/parenting teen from conditions that hinder or are harmful to the individual's ability to learn, participate in the program or to the individual's wellbeing, health, and safety.
3. The Brave SEPT Mentor will not intentionally expose the expecting/parenting teen to embarrassment or disparagement and will proactively take steps to create a safe, non-judgemental environment for the individual and their program experience.
4. The Brave SEPT Mentor will conduct themselves in a courteous and professional manner, and in doing so will demonstrate respect and tolerance for different mentoring approaches, styles and strategies used to support and encourage participants' in realising their program goals
5. The SEPT Mentor will actively participate in reflective practises to so they can adapt the Brave Pathway Plan to compliment the local culture and context, whilst supporting and strengthening existing community efforts.
6. The Brave SEPT Mentor will recognise the rights of Parent/s and will not undermine lawful parental authority.
7. The Brave SEPT Mentor will consult with Parent/s where appropriate regarding welfare issues, program participation, education, as well as any concerns regarding the individual's future.
8. The Brave SEPT Mentor will be a positive advocate of the Brave Pathway Plan within their community, ensuring they uphold the Vision, Mission, Values and Principles of Brave Foundation always.

### **Expected Behaviours and Personal Attributes:**

1. Comply with Brave's Code of Conduct, Mentor Code of Ethics and all other internal policies and procedures.
2. Be a positive advocate for E&PTs and an Ambassador for Brave and the Pathway program
3. Excellent interpersonal and communication skills, written and verbal with a passion for making a difference through providing holistic mentoring and navigation in a primary health care setting.
4. Undertake all duties in a diligent manner, with honesty and integrity.

### **Competency, Skills, Knowledge and Experience Requirements:**

1. Relevant qualifications and/or demonstrated experience in community services, youth work, education or primary health care setting.
2. Knowledge of and compliance with relevant legislation and common law obligations affecting your level of work.
3. Ability to work effectively with a range of stakeholder groups, including adolescents, families, professionals and other personnel from a wide range of cultural, social and economic backgrounds.
4. Strong interpersonal and communication skills with the ability to obtain relevant information, negotiate and influence decision making both with internal and external stakeholders to advance the Brave Parenting Pathway Plan.
5. Knowledge of, or willingness to obtain knowledge of, issues associated with teen pregnancy and parenthood.
6. Ability to self-motivate and work autonomously in a fast-paced, dynamic environment.
7. Ability to work co-operatively and effectively within the team as well as independently with minimal local supervision.
8. A current and valid Working with Children Check and National Police Check, or the ability to obtain one and completion of an online mental health course, e.g. mind matters.
9. Maintain registration of appropriate qualification or working requirements.

### **Position Description approved:**



**CEO's Signature**

**Date: July 2019**