



Women and Mentoring: Position Description

Position:	Young Women's Program Coordinator (based in Frankston, with some work from home/CBD).
Reports to:	Frankston Program Coordinator (based in Frankston) with an additional reporting arrangement with Taskforce Community Agency.
Position details:	<p>Part-time 0.7 FTE. This is a fixed-term contract ending on 30 April 2024.</p> <p>Social and Community Services Worker under the SCHCADS (Social, Community, Home Care and Disability Services Industry) award level 5, Pay point 1.</p>

The Program:

Women and Mentoring ("WAM") is an early intervention, community-based crime prevention program for women who are being charged, or are likely to be charged, with a criminal offence. Volunteer mentors are recruited, trained and supervised to provide support for offending women within a designated local community.

The program works with women presenting at Magistrates' Courts and Children's Courts across Melbourne. It is funded by a combination of Government funding, philanthropic grants, individual donations and in-kind support.

With our collaboration partner, Taskforce Community Agency ("Taskforce"), we are creating this new position to work in Taskforce's Living Free Project. This role will take the WAM mentoring program to marginalised young women aged 12-24 years of age, in the South-East metro region, who are at risk of becoming entrenched in the criminal justice system.

Due to the current COVID-19 restrictions, some of the position responsibilities are currently undertaken remotely via telephone and online rather than face to face.

Responsibilities and duties:

- Recruit and train appropriate mentors in the local area in accordance with the WAM training program
- Provide mentoring support, via WAM mentors, to young women as part of a package of individual intervention. This intervention is provided as a tiered response ranging from brief intervention and service navigation through to long-term intensive outreach case management and care coordination.
- Support mentor relationships, including monitoring safety issues relevant to mentors and participants.
- Facilitate or provide mentor backup when required due to mentor unavailability.

- Provide professional advice and any relevant information to mentors as needed for their mentoring.
- Sensitively manage any issues arising between:
 - the program or mentors and the criminal justice system;
 - the program or mentors and community organisations; or
 - mentors and participants.
- Provide relevant individual support and information to the mentors as required.
- Collaborate with the Frankston Program Coordinator and Taskforce staff in relation to mentors, participants and new matches.
- Assist with resource development and capacity-building across professionals in the education/health/legal/social sectors in an effort to identify and respond to girls at risk of justice involvement at the earliest possible time.
- Take part in group-based interventions with culturally and linguistically diverse and Aboriginal and Torres Strait Islander community groups.
- Liaise with Victoria Police, Courts, Corrections, Child Protection, legal representatives and relevant community organisations in relation to ongoing matches.
- Liaise with Taskforce and WAM's other collaboration partners as required
- Maintain current knowledge of appropriate community support agencies which may be useful to program participants.
- Maintain the WAM monitoring and evaluation database so that the data is up to date and readily accessible.
- Ensure that participants leave the program at the appropriate time, within the tiered response framework, and that they receive the necessary support when leaving.
- Provide program reports to Taskforce in accordance with agreed timelines.
- Provide information for ad hoc reports as necessary for funders, potential funders and other external audiences.
- Assist as required in the preparation of funding applications.
- Assist as required in various fundraising activities and other events.
- Assist as required in the establishment of the program in other locations.
- Participate, with the Frankston Program Coordinator and other Program Team members, in appropriate group and individual professional supervision as required.
- Other duties as required by the Frankston Program Coordinator from time to time.

Selection Criteria:

Essential:

- Qualifications and experience in the social sciences, eg social work, psychology,, criminology, community services or other relevant disciplines.
- Knowledge of the issues associated with young women and girls who experience social disadvantage.
- A commitment to progress the development of the WAM program.
- Capacity to liaise with a range of service providers including police, solicitors, community workers and Corrections staff.
- Organisational skills with the ability to prioritise competing work demands.
- Strong written and verbal communication skills, including across both WAM and Taskforce.

- Relevant computer skills, including Microsoft Office and program databases.
- Understanding of the issues relating to recruiting, managing and working with volunteers.
- Ability to work unsupervised for much of the time, including some work from home, whilst still working as part of a geographically spread team.

Desirable:

- Experience in a collaborative program arrangement between multiple organisations.
- Experience of public speaking and media.
- Knowledge of the criminal justice system.
- Experience working with people experiencing domestic violence, mental health issues, homelessness, and/or alcohol and other drug issues
- Broad community connections in the South-East metro region.
- Experience with the Apricot database system.

Other information:

The successful candidate will be required to undertake a Police Check and a Working with Children Check (at WAM's cost) and to provide proof of their right to work in Australia.

It will be useful if the successful candidate holds a current Victorian Driving Licence and has the regular use of a private vehicle with comprehensive insurance.

Requirements of the position (SCHADS)

Skills, knowledge, experience, qualifications and/or training

- Knowledge of WAM/Taskforce organisational programs, policies and activities.
- Sound discipline knowledge gained through experience.
- Knowledge of the role of the organisations, their structure and services.

Prerequisites

- Relevant degree with relevant experience;
- Associate diploma with substantial experience;
- Qualifications in more than one discipline;
- Less formal qualifications with specialised skills sufficient to perform at this level;
or
- Attained through previous appointments, service and/or study an equivalent level of experience and expertise to undertake the range of activities required.

Organisational relationships

- Will work under general direction from a senior employee.
- Required to work independently.
- Will supervise volunteers.

Extent of authority

- Will exercise a degree of autonomy.
- Will control the mentor coordination function.
- Will establish priorities and monitor work-flow in the mentor coordination function.
- Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.