



# RITE MENTORING POSITION DESCRIPTION

<b>Title:</b>	In-School and Community Youth Worker
<b>School:</b>	Carwatha College P-12, Noble Park
<b>Office Location:</b>	Keysborough, Victoria 3173
<b>Reports to:</b>	Rite Mentoring Director / College Student Wellbeing & Inclusion Leader
<b>Time:</b>	Part Time up to 1.0 EFT / 1 year contract
<b>Role split:</b>	3-4 days in-school / 1-2 days community programs

## Role Summary:

Champion and facilitate mentoring programs that promote healthy futures for children and young people while providing targeted wellbeing and student support through a creative partnership between Carwatha College and Rite Mentoring Inc.

## Organisational Context:

### Rite Mentoring Inc

Rite Mentoring Inc (Rite) is an innovative Christian-based youth organisation incorporated as a public benevolent institution that leverages the power of mentoring relationships in partnership with schools and families to create new and hopeful life trajectories with young people through group mentoring. Our mentoring programs place trained adult mentors alongside young people, especially those experiencing poverty, disadvantage and complex environments, to create positive opportunities, strengthen resilience and support healthy human development.

Rite's programs combine the value of mentoring relationships with outdoor adventure and rites of passage principles to help adolescents explore their unique cultural, social and spiritual identity, with the goal of developing their personal character and guiding them into positive and fulfilling futures. The charity is committed to being a safe place for all stakeholders including children, teenage young people and adults, especially those most vulnerable.

### Carwatha College P-12

Carwatha College P-12 is a co-educational, Preparatory to Year 12 (P-12) college of approximately 550 students, from over 67 different nationalities, situated on the borders of Noble Park North, Mulgrave and Dandenong North. We provide a safe, caring, stimulating and well-disciplined environment that enhances learning, personal growth and wellbeing for all students. The college motto "Learning Together" reflects our belief in maintaining positive and mutually supportive relationships between students, teachers and parents. We aim to maximise the learning growth for all our students, through a highly personalised learning program located in Noble Park North.

## Position Outline:

- The role consolidates the successful piloting of a joint venture to embed a youth worker and group mentoring programs at the school in response to the school's diversity and needs.
- The role is primarily school-based (up to 4 days per week), focusing on the delivery of mentoring and other prevention and early-intervention programs for students across both primary and secondary settings.
- 1-2 days per week is Rite office-based, providing support for the coordination, planning, and delivery of broader community mentoring programs as required.
- A core component of the role is facilitating a special service to address the needs of high school aged young men, hence a male worker is preferred.
- The role extends to providing direct support to program participants and other students requiring additional support through a case-work model including outreach.

The role supports students and families experiencing challenges relating to school engagement, mental health and wellbeing, behaviours and community connection. While recognising the benefits of counselling and psychology, the role intentionally adopts a non-clinical approach to youth development and support by utilising Rite's group mentoring model. While there is a case-work component to this role, the emphasis is on prevention through mentoring programs, and participation in the life of the College in ways that build social capital and enhance College educational and wellbeing initiatives.

While the role ultimately reports to and receives supervision from Rite Mentoring's Director as a Rite employee, the worker will be located at the school and will collaborate daily with school wellbeing staff and school leadership in a spirit of cooperation.

## Key Responsibilities:

The weekly rhythm of tasks and responsibilities will include the following elements scheduled and prioritised in a term-by-term Work Plan developed collaboratively with Rite and College supervisors:

### **Mentoring Relationships and Program Delivery:**

- Conduct needs assessments to identify student cohorts, including vulnerable groups, and support selection into school-based or community-based programs
- Plan, deliver, and evaluate culturally responsive school-based group Rite Man mentoring program, with a focus on boys, including facilitation and co-facilitation of group sessions
- Support program enrolment processes and administration, ensuring accurate documentation and participation tracking
- Liaise with Rite Mentoring to recruit, coordinate, and support volunteer mentors
- Champion the Rite Girls mentoring program and support girls program facilitator with planning, administration and mandatory reporting

- Build and maintain community networks that strengthen student engagement, connectedness, and access to support, including targeted strengths-based outreach under the guidance of the Student Wellbeing & Inclusion Coordinator

### **Camps, Rite Program Excursions & other External Activities:**

- Support planning and school-based administration for Rite Mentoring programs, including parent communication, Compass event setup, and student invitations
- Participate in Rite-led camps and/or intensive programs where delivered, contributing to a safe, supportive, and youth-focused environment
- Assist in the planning and coordination of Rite program school excursions that enhance student engagement, wellbeing, belonging and positive behaviours

### **Case Work Administration & Support:**

- Contribute to the College's student wellbeing strategy through involvement in student support planning under guidance of the Student Wellbeing & Inclusion Coordinator including attending Wellbeing team meetings and supporting Wellbeing initiatives
- Conduct assessments and maintain accurate and timely case notes for all pastoral care and case work sessions, interventions, and programs
- Document observations, progress, mandatory reporting and crisis actions in line with school and organisational requirements
- Coordinate referrals to internal and external support services as needed
- Conduct outreach visits and meetings within the context of Student Wellbeing goals, taking care to maintain personal safety, child safety and documentation requirements
- Maintain records of engagement and outcomes to support reporting and program evaluation
- Maintain confidentiality and comply with child safety, privacy, and duty of care requirements in all documentation and communication
- Engage with professional supervision as required

### **Other:**

- Assist with projects from time to time that enhance program impact
- Participate in Rite staff meetings and training
- Participate in school meetings with key stakeholders
- Play a key role in program monitoring, evaluation and innovation
- Maintain professional competence and ongoing professional learning consistent with a PD plan agreed between stakeholders

### **Key Selection Criteria:**

- Able to commit to and work within the highest personal standards including integrity, honesty, reliability, respect.
- A willingness to operate in the context of Rite mentoring's values and mission.
- A strong interest in the positive development of young people and families and a commitment to learning and innovation for the benefit of all stakeholders.
- Confidence and skills in group work, ideally with adolescent young people.
- Male professionals are strongly encouraged to apply if you have gained at least 2 years of experience in planning and facilitating youth programs created around the

special needs of boys or young men (such as mentoring programs or multi-cultural programs designed to promote positive youth development, community connections and wellbeing).

- Demonstrated ability to work effectively within a multidisciplinary team environment (your work will intersect with teachers, school leaders, wellbeing professionals, administrators, social workers and community members).
- Suitable tertiary qualifications in youth work, social work, chaplaincy, community development work or aligned field.
- A desire to get acquainted with the local community, to value its diversity, and an ability to identify individual and community strengths.
- High level skills in developing rapport and conducting safe and age-appropriate working and mentoring relationships with young people, and their families.
- Demonstrated knowledge of adolescent development and the issues affecting young people and experience working with young people presenting with complex needs.
- Highly desirable is an understanding of the Victorian school system, youth and community services systems, and ideally experience working in a Victorian high school.
- Victorian Driver's Licence.
- Current Working with Children Check.
- Clear Police Check.