

## POSITION DESCRIPTION

<b>Position Title</b>	Volunteer Mentor
<b>Program</b>	Mentoring Mums
<b>Employment Status</b>	Volunteer
<b>Required Commitment</b>	Minimum 6 months, one day per week/fortnight
<b>Position reports to</b>	Key Worker, Volunteer Coordinator
<b>Location</b>	Various

Kids First is a child and family services provider and early years education specialist. We have proudly been at the heart of community care in Victoria since 1896.

Our proud history is matched with a progressive mindset as we continually deliver Australian-first and sector leading programs designed to strengthen family relationships, support healing and recovery from trauma and set children up for brighter futures.

We nurture an inclusive and rewarding culture that attracts and retains talented people, bound to a common purpose. Built on our legacy of more than 120 years of community service, we actively support our people to make a significant difference to the lives of children and families. Every. Single. Day

Kids First is a child safe organisation and is committed to maintaining a child safe environment for children and young people who access our services.

As an Equal Opportunity employer, we respect and value diversity and inclusion. We welcome everyone to apply, regardless of age, ethnicity, cultural background, gender, sexual orientation, religious affiliation, and physical ability. Reasonable adjustments will be made for people with disabilities where operationally viable.

### Our Vision

All children and young people thrive in resilient, strong and safe families and communities.

### Our Values

Our HEART values encapsulate the way we work together and partner with children and families to bring positive and sustainable outcomes.



#### Hope

We believe that change is possible and achievable



#### Empowerment

We build on people's strengths and support their ability to make positive changes in their lives



#### Accountability

We are open and transparent in everything we do



#### Respect

We value all people



#### Trust

We act in an ethical, inclusive, professional and open manner

## Position Purpose

Building a trusting and respectful relationship and encouraging a positive nurturing family environment, Volunteer Mentors provide hope to vulnerable and/or isolated Mums and their children.

Mentors are supported throughout the match and are accountable to Kids First through liaison with a Key Worker. Mentors' role is to empower and provide hope to vulnerable and isolated families by sharing your experience and learnings of raising or working with children and young people.

## Organisational Relationships

Supervisor	Key Worker
Internal Relationships	Staff and volunteers
External Relationships	Clients and community members

## Key Responsibilities

- Build a caring and empathetic relationship with a Mum and children.
- Assisting a Mum to connect with the local community, enabling access to services, programs and community groups.
- Guided by the Family Care Plan, actively support a Mum in improving parenting skills and helping to identify pathways to achieve parenting goals (Maternal Child Health Nurse, parent groups etc).
- Visit a Mum and their children in their home and accompany them on outings.
- Provide guidance to a Mum, encouraging positive and interactive play time with their children.
- Participate in the Two-way feedback procedure and provide information to the Key Worker of any concerns or issues pertaining to the Mum and family that are identified during visits or conversations.

### Quality and Risk Management

#### OHS

- All Kids First employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety in the workplace.

## Capability Framework – key selection criteria

Formal Qualifications	Nil required.
Skills & Experience	<ul style="list-style-type: none"><li>• Have lived experience raising or working with children and young people.</li><li>• Friendly, positive and enthusiastic.</li><li>• The ability to work both independently and as a part of a team.</li></ul>

	<ul style="list-style-type: none"> <li>• Good communication skills and ability to follow directions.</li> <li>• A background of work or study in social work, nursing, teaching, community services or related field is desirable but not required.</li> </ul>
<b>Other Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Current Victorian Working with Children Card (or willingness to obtain)</li> <li>• Willingness to undertake a Police Check</li> <li>• Evidence of Covid 19 vaccination status</li> <li>• A good understanding of or willingness to learn about Aboriginal culture, values and protocols and a demonstrated capacity to work in a culturally informed and respectful manner.</li> </ul>

### Inherent Physical and Psychological Demands

<b>Activity</b>	<b>Frequency</b>
Lifting and bending	Regular
Walking	Regular
Exposure to families that have experienced family violence	Possible