**Strengthening Communities – Mentoring Program Mentee Role Overview**

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| **Role Overview** | **Youth Mentor**A mentor is paired with a mentee to take part in a learning and guidance process that occurs at agreed upon times/places as part of a program framework. Mentors are mature people aged over 18 years who want to help young people develop their potential. Mentees are young people who want to gain from the encouragement, experience and expertise of an older person. **Mentees and mentors are expected to be:*** committed to make the relationship constructive and respectful
* sensitive to the needs of each other
* flexible with time management
* focussed on goals that build the skills of the mentee and draw on the expertise of the mentor
* confidential in all aspects of the relationship
* honest about the impact of the program.
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|  **Role****Requirements**  **& Duties** | Mentors are mature people aged over 18 years who want to assist young people to develop their potential. **Mentors are expected to be:*** committed to make the relationship constructive and respectful
* sensitive to the needs of their mentee
* flexible with time management
* focussed on goals that build the skills of the mentee and draw on the expertise of the mentor
* confidential in all aspects of the relationship
* honest about the impact of the program
* committed to the mentoring program and the Vision, Mission and Values.

**The roles and responsibilities of mentors:*** committed to supporting young people to live healthy and fulfilling lives unlimited by alcohol and other drug harms
* committed to being an effective mentor
* participate in regular meetings with a mentee (weekly/fortnightly) over the duration of the program and involve the young person in activities that
* enhance the friendship, enabling the young person to develop confidence, knowledge, attributes and skills
* commit to full participation in the mentoring program, including induction and training sessions, ongoing monitoring and debriefing with the Program Coordinator
* refer the young person to mental health and other support services as required
* familiar with and act in accordance with all program policies and procedures including the Code of Conduct.

*<Insert any additional, specific organisation/program expectations> For example - languages, cultural background or lived experience.* |
|  **Position Context** | *<Insert relevant titles and funder e.g. The Mentoring Program is part of the ‘Strengthening Communities’ Project, which is funded by the Baker Foundation.>***Mentoring Program Overview****Vision:** Young people are supported to live healthy and fulfilling lives unlimited by alcohol and other drug harm.**Mission:** Connect young people with caring and responsible adults in order to build their skills and wellbeing and delay or prevent the use of alcohol and other drugs.**Values:** A number of beliefs and principles guide the mentoring program and should be considered at every stage of the mentoring relationship, including:* promote the welfare and safety of the young person
* be trustworthy and responsible
* act with integrity
* promote justice for young people
* respect the young person’s rights and dignity
* honour the young person and family voice in designing and delivering services
* strive for equity, cultural responsiveness and positive social change.

It is important that mentors have realistic expectations of being a mentor, acknowledging the benefits but also the commitment, boundaries, challenges and limitations of the role. Importantly, mentors need to be consistent and reliable in their approach with the young person, even if the young person themselves is not.Mentors will involve young people in activities that enhance the friendship and enable the young person to develop confidence, knowledge, attributes and skills. Mentors understand they are not replacement parents, social workers or respite carers and that their relationship with the mentee is a power-free relationship based on mutual respect. |
|  **Key****Relationships** | * Your Mentee
* <Insert organisation/program> Program Coordinator.
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| **About the organisation/agency and details relevant to this program.** | *<Insert information about the organisation and/or program here**For example:**Celebrating more than 60 years of service to the community, the Alcohol and Drug Foundation (ADF) is Australia’s leading organisation committed to inspiring positive change and delivering evidence-based approaches to minimise alcohol and drug harm.* *We bring expert knowledge and research into the design and implementation of our programs. We reach millions of Australians through sporting clubs, educational institutions and communities, by supporting and informing drug and alcohol prevention programs, and through the provision of educational information. We are proudly not-for-profit, evidence-based and independent.* *For further information, please visit* [*www.adf.org.au*](http://www.adf.org.au) *>* |
|  **Time &****Commitment** | *<To be adapted to your organisation/program needs>**Weekly/Fortnightly meetings* *## hour duration each**Over # weeks/months, from …… to …… 2021** Mentors are required to commit to full participation in the mentoring program, including regular meetings with a mentee (weekly/fortnightly) and adherence to all program policies including the Code of Conduct.
* Mentors participate on a voluntary basis; no remuneration is provided.
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|  **Location** |  *<Insert relevant organisation/program details or online platform>* |
|  **Eligibility Criteria** | *<To be adapted to organisation/program needs>* **Mentor requirements**Mentors must:* be aged eighteen years or over
* have a viable means of transport, e.g. public transport or motor car, unless involved in e-mentoring
* have access to a reliable electronic communication method (applicable for e-mentoring)
* have a valid Working with Children Check and National Police Check.

**Desired attributes, skills, experience, qualifications, qualities:*** responsible and trustworthy
* acts with integrity and honesty
* sincerely interested in young people and reducing alcohol and other drug harms
* strong interpersonal and communication skills
* conflict management and problem solving skills
* experience in working with and/or coaching young people and people from different backgrounds
* mentors are people that a young person can trust, have fun with, talk with and rely upon.
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| **How to apply** | Please send your completed application form, along with proof of identity and residence, and evidence of current Working with Children and National Police Checks to the following email address –*<insert email address>*Applications are due by <insert details> before <insert deadline>. **Further information**Enquiries regarding the Mentoring Program and about becoming a mentor may be directed to the Program Coordinator, <insert staff name>, here- <insert contact details>. |