



# SUCCESS WORKS MENTORING PROGRAM – POSITION DESCRIPTION

<b>Position</b>	Success Works Mentor
<b>Work Type</b>	Voluntary position requiring six months commitment
<b>Reports to</b>	Success Works Mentor Manager
<b>Location</b>	Offsite

## The Program

Success Works Partners Inc is a registered charity managed and directed by a united group of professional of people including women with lived experience, dedicated to the pursuit of advancing the employability and social wellbeing of women affected by the criminal justice system. Success Works takes a grassroots, although professional approach to addressing women's social and employability issues upon being affected by having a criminal record.

The Success Works Mentoring Program works to enhance the wellbeing of women affected by the criminal justice system whilst encouraging autonomy, community reintegration and learning from lived experiences. Success Works are looking for women from all different cultural, social and occupational backgrounds to participate as volunteer mentors.

## Benefits of Becoming a Mentor

- Contribute towards building safer and more inclusive communities
- Contribute towards creating a greater sense of belonging for women in the local community who have had little opportunity for inclusion
- Make a difference to the lives of women who have histories of marginalisation
- Develop awareness regarding the difficulties faced by women exiting custody or at risk of going to prison
- Enhance employability development opportunities for women
- Increase local community networks and links
- Be part of a Program that aims to make a difference



## Programs Aims and Objectives

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Female mentors are recruited to provide gender-appropriate social support to women.

A sense of belonging and connectedness to realise and implement employment opportunities for the women can be developed from a range of activities such as:

- Providing social support to women to assist their transition back into the community
- Assisting to increase the knowledge of services in the local area
- Enhancing knowledge of and access to pre-employment activities and skills development such as; interview techniques, resume writing, employment application writing
- Most importantly, the availability and commitment of mentors on a voluntary basis to develop a sustainable relationship with a mentee

## Key Functions of Mentors

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### 1. Support:

The primary function of a mentor is to create a culturally safe and supportive professional relationship. Mentors need to create a relationship that is thoughtful, non-judgmental, respectful, practical and consistent. The relationship aims to meet the needs of the mentee. It is anticipated that once a mentor has been linked to a mentee they will spend between approximately 1 hour together per fortnight

### 2. Role Model:

The mentor functions as a role model to demonstrate appropriate ways to communicate and behave. The mentor will guide behavior change through role modelling non-judgmental, just and positive ways of relating. The mentor is to be reflective of the interactions they have with mentees

## Role responsibilities

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- To complete the Mentor Training Program
- To attend compulsory Mentor Meetings every 8 weeks
- To complete the reporting link after each meeting
- To adhere to Success Works Code of Ethics and Volunteer Policy
- To personally possess values that reflect those of Success Works
- To commit to 1 hour fortnightly contact with mentees
- To commit to a minimum of 6 months volunteering with the project
- To assist women who have been impacted by the criminal justice system reintegrate successfully into the community through the provision of regular support
- To provide support and practical assistance to access local services
- To create a positive professional support relationship with a mentee
- To foster and role model appropriate pro-social behaviors and reinforce positive changes
- To support harm reduction as an approach and provide strategies for implementing this approach
- To report any concerns about the safety of mentee's to the Mentoring Project Manager as soon as possible
- Report to the Success Works Mentor Manager.



## Conditions

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To be a Success Works Mentor volunteers must:

- Be 18 years or older
- Be willing to commit to 1 hour contact with the mentee per fortnight for approximately 6 months
- Be interviewed by the Success Works Program Manager and/or delegated person before commencing volunteering
- Provide a recent resume and 2 references
- Attend a half day of Mentor Training to learn the skills and gain confidence to become a Mentor
- Adhere to Success Works policy and procedures, including security, occupational health & safety, confidentiality and privacy laws

Successful applicants will be required to sign a Mentor Agreement upon matching with a mentee.

## Selection Criteria

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### 3. Personal Abilities and Skills:

- Ability to communicate effectively with women from a range of backgrounds and to exhibit a non-judgmental attitude to anti-social behaviors, potential relapse and re-offence
- An openness to explore and reflect on your role as a mentor through the programs established accountability structures
- Ability to work under supervision and guidance
- Ability to commit time on a regular basis to the program
- Ability to be assertive and maintain appropriate boundaries
- Ability to deal with crisis situations with supervision and support
- Willingness to undergo training as required

### 4. Willingness to Learn About:

- Issues affecting women affected by the criminal justice system
- Basic knowledge of social and well-being supports
- Harm minimisation strategies

