

JOB TITLE	RISE Education Program Mentor Volunteer
REPORTS TO	Program Coordinator / Northern Queensland Program Manager
DIRECT REPORT	<ul style="list-style-type: none"> • Nil
INTERNAL STAKEHOLDERS	<ul style="list-style-type: none"> • All SHINE for Kids employees, volunteers and students • Child Safety Officer
EXTERNAL STAKEHOLDERS	<ul style="list-style-type: none"> • Young people and their carer's and families • Correctional Centre Staff and Management • Government Departments • External Contractors • Community Agencies • Children, young people and their carer's and families • Teachers and school counsellors • Inmates (post release) • Other Volunteer Mentors
LOCATION	Various schools in Townsville region

SHINE for Kids is the only national charity to provide services to support children and young people from infancy through to reaching adulthood at 18, our programs operate in secure, open custody, and transitional correctional facilities throughout NSW, ACT, VIC and QLD, and encompass:

- Mentoring
- Casework and Parenting
- Supported Transport
- Onsite Engagement Facilitation including Child and Family Centres and supported prison visits
- Aboriginal Program
- Educational Support
- Carer Support

SHINE for Kids programs are designed to provide positive opportunities to reduce the likelihood of children transitioning into child protection and justice systems, help avoid family fragmentation, and to reduce both juvenile and adult recidivism.

Schools can be a protective or risk factor for primary aged children with an incarcerated parent. There is a strong correlation between children with a parent in prison and child who end up in the juvenile justice system and then become incarcerated as adults. This is the cycle the Education Program is trying to break.

The RISE Education Program provides students with an incarcerated parent with a dedicated mentor who will provide them with support out of the classroom for a 12 month period, building their confidence in social environments, or in the playground playing ball and talking about whatever is on their mind that day.

The program aims to increase school attendance, educational outcomes, self-esteem and decrease antisocial behaviour and school suspensions.

ROLE PURPOSE

RISE Education Mentors are responsible for providing one on one mentoring out of the classroom bi-weekly for one hour to a student with a parent in prison. By providing the student with a positive role model and ensuring that the child continues to engage in their educational needs away from the classroom through the Homework Program and school holiday activities plus - if required the School Suspension Program.

DUTIES AND RESPONSIBILITIES

- Providing weekly support out of the classroom for one hour bi-weekly over the school terms with a Mentee
- Following session providing timely online Education Report to the Program Coordinator after any contact with Mentee
- Working with teachers and relevant support workers within the school to aid mentee in achieving their learning potential
- Promoting a caring, culturally appropriate and non-judgmental learning environment for young people where they are the priority and treated with dignity and respect
- Creating a positive professional support relationship with the Mentee
- Maintaining an open, warm and professional relationship with all teachers and school professionals
- Reporting any concerns about the safety of the Mentee to the Program Coordinator as soon as possible.
- Attending joint mentor and mentee outing once a year
- Willingness to undertake and successfully complete mentor training and undertake further training, as determined by SHINE for Kids
- Willingness to learn about issues affecting young people involved in the criminal justicesystem
- Advocate on behalf of young people as required
- Adhering to mandatory reporting legislative requirements, policies and procedures

OTHER DUTIES

Other duties, tasks and projects as required based on the:

- Person's demonstrated skills and abilities
- Relevant/related qualifications
- Previous experience
- Adherence to and not in any conflict with or breach of any SHINE for Kids:
 - Code of conduct
 - Guidelines for adhering to professional role boundaries
 - Adhere to SHINE for Kids policies and procedures, including security, workplace health and safety, confidentiality and privacy laws.

WORKPLACE HEALTH AND SAFETY

- Have an understanding and adhere to Work, Health and Safety policies and procedures to ensure the health and safety of yourself and others at the workplace at all times
- Report all WHS hazards and incidents as per policy requirements and actively participate in any corrective actions that may arise post reporting
- Ensure your personal health and wellbeing is supported via sound self-care practices and the use of the SHINE for Kids Employee Assistance program
- Where required, conduct risk assessments on programs and activities to ensure the safety of staff, volunteers, children and their families, inmates and others
- Be aware of strategies to maintain personal health and wellbeing
- Adhere to WHS Risk assessment Covid-19 precautions including washing hands at arrival at centre, not attending work if sick, practising social distancing and any other applicable safety precautions.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Everyone at SHINE for Kids from Executive to volunteers take seriously our commitment and responsibility to safeguarding children and young people across all of our programs and services in a supportive environment that is caring, safe, nurturing, free from bullying, abuse, exploitation and neglect. As a volunteer of SHINE for Kids, you are required to meet the behaviour standards outlined in our SHINE for Kids Safeguarding Children Commitment Statement and Practice and Behaviour guidelines/Safeguarding Code of Conduct. You will receive a copy of these guidelines as part of your letter of engagement. You can also access a copy of this statement on the SHINE for Kids website.

Therefore as part of your duties and responsibilities, you are required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain valid 'Working with Children' documentation
- Undergo periodic 'national criminal history records' checks
- Report to management any criminal charges or convictions you receive during the course of your volunteering that may indicate a possible risk to children and young people

It is an offence under the commission for Children and Young People Act 1998, for a "prohibited person" to apply for this position. Relevant Criminal History, Corrections Criminal Record Inquiry (NSW only), Apprehended Violence Orders, prior employment and background checks including relevant disciplinary proceedings, Working with Children Checks and verifications, will be conducted on selected applicants.

Our organisation undertakes additional screening processes to ensure the appropriate protection of children in its care. This includes reference checks, identity check, qualification checks and professional registration checks.

EDUCATION / LICENCES / INDUSTRY EXPERIENCE

- Education, Community Welfare, Social Work, Welfare or Social Sciences experience
- Current First Aid Certificate (desirable)
- Current Working with Children Check
- Current Drivers Licence
- Criminal History Records Check (where applicable)
- Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference checks, Identity check, qualification checks and professional registration checks.

KEY SELECTION CRITERIA

- Previous mentoring experience with young people
- Demonstrated high level verbal and written communication skills and the ability to work on issues requiring complex conflict resolution and negotiation
- Ability to manage multiple stakeholders at one time
- Intermediate to Advance use of MS suite
- Excellent time management skills
- Ability to think laterally in relation to problems/issues
- Attention to detail and a hands on approach
- Demonstrated understanding of the issues and challenges that young people face
- Demonstrated understanding of the issues and challenges that children of prisoners face
- Understanding of the needs of Aboriginal and Torres Strait Islander and Culturally and Linguistically diverse young people and families
- Awareness of current Child protection legislative requirements

- The capacity to work professionally with appropriate boundaries(personal and professional) in an independent role
- Commitment to a long term mentoring relationship (minimum 12 months, 1 hour bi-weekly or when required for the School Suspension program)
- Knowledge of access to social support and networks

TRAINING REQUIRED

Provided by SHINE for Kids

- Orientation training in regards to the policies, procedures and practices specific to this role
- Work Health and Safety Training
- Cultural awareness training
- SHINE for Kids Client Database Training
- Participate in ongoing training as required
- COVID Training

Provided by QLD Child and Family Commission

- Protecting children online module

ACKNOWLEDGMENT

I acknowledge that I have read and understood the requirements of this volunteer position.

Volunteer Name:

Volunteer Signature:

Date: