

<b>POSITION TITLE:</b>	<b>Employment Empowers Volunteer Mentor</b>		
<b>REPORTS TO:</b>	Senior Project Officer, Employment Empowers		
<b>CONTACT PHONE NUMBER:</b>	03 97065 6615	<b>LAST UPDATED:</b>	22/10/2021

### About CMY

The Centre for Multicultural Youth (CMY) is a not-for-profit organisation based in Victoria, providing specialist knowledge and support to young people from refugee and migrant backgrounds. Our vision is that young people from migrant and refugee backgrounds are connected, empowered and influential Australians. Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, we are working to remove the barriers young people face as they make Australia their home

### About the Program Area

The Employment Empowers program works to establish employment and education pathways for young people from refugee and migrant backgrounds, thanks to the contribution of volunteer mentors who support young people to find and succeed in employment.

By supporting young people through education, work experience, traineeships and apprenticeships, we are connecting them to invaluable networks and systems that will help solidify their work prospects for the future. Employment Empowers also works with employers to create and sustain employment opportunities for young people from refugee and migrant backgrounds.

<b>POSITION SUMMARY:</b>
<p>Employment Empowers mentors work with mentees to improve their job readiness skills by providing them with one-on-one support for a 12-month period. Young people will be actively seeking or participating in employment and education, and it is the role of the mentor to provide them with ongoing support throughout their engagement with the program.</p> <p>Mentors and mentees should meet for 1 to 2 hours on a fortnightly to monthly basis over a 12-month period. Mentoring sessions should take place in person according to COVID-19 safety guidelines, or virtually, according to the digital access and capability of the young person. Virtual mentoring sessions should take place on a CMY-approved video conference platform (MS Teams, Skype for Business or Zoom). Mentoring sessions should be held at times that are convenient and appropriate for the mentor and mentees in a mutually agreed safe and public space.</p> <p>Volunteer mentors will support and empower young people towards gaining employment, clarifying and pursuing their career goals, and developing improved understandings of Australian workplace culture and employment systems. Mentors are encouraged to share their work, study, and life experiences in Australia. Mentors will act as role models to the young person; encourage their mentee's career aspirations; help them to build a resume, apply for jobs, and prepare for interviews; and make social connections by offering support. Mentors may also act as a point of general support and encouragement for mentees experiencing barriers to employment. CMY provides ongoing training and support to mentors involved in the Employment Empowers program.</p>

<b>ACCOUNTABILITIES</b>
<p>Under the directions and guidance of Employment Empowers staff, volunteer mentors will:</p> <ul style="list-style-type: none"> <li>Assist mentees to prepare job applications and resumes, search and apply for suitable roles, understand workplace norms, expectations and worker rights and succeed in the workplace.</li> </ul>

- Participate in volunteer training sessions and activities.
- Provide weekly or fortnightly one-on-one mentoring over a 12-month period, including regular face-to-face, phone and/or online video contact as mutually agreed upon by the mentor and mentee.
- Take a supportive approach with mentees to address any barriers to employment that they might be facing
- Attend sessions with other mentors to learn how to better support young people's engagement with employment or training.
- Receive and respond to feedback from Employment Empowers staff
- Abide by program policies and child safety standards when working with young people, including the maintenance of professional boundaries.

#### ESSENTIAL KEY SELECTION CRITERIA:

1. Commitment to and interest in supporting young people from refugee and migrant backgrounds with the ability to take a non-judgemental approach.
2. Ability to work sensitively and appropriately in a culturally-diverse setting, with excellent interpersonal and communication skills, and a strong comprehension of written and spoken English
3. Ability to reliably attend regular mentoring meetings and act as a positive and engaging role model for young people seeking employment
4. Experience working in Australia, preferably in a range of different industries, with a good understanding of written job-seeking requirements, including interview experience
5. Ability to work autonomously and within the boundaries of the volunteer role and the program, including identifying issues to be escalated to staff
6. Ability to be self-reflective and to receive and respond to directions and feedback from Employment Empowers staff.

#### DESIRABLE KEY SELECTION CRITERIA:

1. At least 3-5 years of experience working in the Australian workforce.
2. An active professional network that can be utilised by the mentee.
3. Applicants from a refugee or migrant background are strongly encouraged to apply.

#### ADDITIONAL INFORMATION:

- CMY is committed to child safety and applicants are subject to child safe screening and assessment. This includes but is not limited to police record and working with children checks and child safety focused reference checks.
- Prospective volunteers will be assessed against the Key Selection Criteria and must complete an online application, interview, reference checks and training before being accepted into the program.
- Acceptance as a volunteer mentor in the Employment Empowers program is subject to the satisfactory completion of a Police Record Check and Working with Children Check (free for volunteers). CMY will pay for costs associated with a Police Record Check. CMY volunteers are required to maintain a Working with Children Check, disclose any criminal charges or findings of guilt that arise and submit to regular police checks if required.
- The successful applicant must provide evidence that they meet government COVID-19 vaccination requirements and are either fully vaccinated with a TGA approved COVID-19 vaccine or have received at least 1 dose of a COVID vaccination and a booking to receive the second vaccination by November 26th 2021.
- CMY is an Equal Opportunity Employer.
- CMY seeks to apply the National Volunteer Standards to support volunteers.

- In the context of Occupational Health & Safety (OH&S) all staff, including volunteers, are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.
- Volunteers are subject to relevant CMY policies as amended from time to time, including equal opportunity, internal complaints, OH&S, and accident and incident management.

**GENERAL REQUIREMENTS:**

- Demonstrate CMY values and behaviours Participation, Diversity and Human Rights;
- Comply with the Employee Code of Conduct;
- Comply with CMY policies, procedures and regulations; and
- Consistent with the strategic directions of CMY carry out all other duties as directed.

**CMY KEY OBJECTIVES AND ACTION STRATEGIES:**

- My Community  
Young people are *connected, belong and contribute* to their families and the community.
- My Journey  
Young people are *empowered to access opportunities* and actively shape their own futures.
- My Voice  
Young people are *understood, accurately represented and influential*.
- My CMY  
CMY is a strong partner and recognised leader in working with diverse young people.

I have read, understood and approve the above position description:

CMY Representative .....  
Name

CMY Representative ..... Date ..... / ..... / .....

Signature

I have read, understood and accept the above position description:

Volunteer Full Name .....

Volunteer Signature ..... Date ..... / ..... / .....