



THE YOUTH
MENTORING
FOUNDATION

Title

Raise Mentor for Raise Foundation

Primary Function

To mentor your allocated mentee/s by being a positive role model at the regular mentoring sessions once completing our compulsory Mentor Training Program and Child Safe Checks

Selection Criteria

Genuine interest in the wellbeing of young people

Ability to develop a respectful partnership with a young person and act as a positive role model

Minimum of 21 years of age in school programs and minimum 25 years of age in the young mums' program

Ability to meet the minimum requirements for contact: one hour per week with mentee and one hour per week to attend Mentor Support Session

Willingness to undergo the Raise Foundation selection process

(including Working With Children Check, National Crime Check, telephone interview, application form and for schools in NSW providing 100 points of identification as required by the Department of Education)

Reporting Structure

Raise Mentors report to the Program Counsellor, who in turn reports to their Program Manager

Roles and Responsibilities

- ✓ Attendance and completion of 12 hours training
- ✓ Adherence to the Mentor Code of Conduct as signed in the mentor training program
- ✓ Develop a mutually co-operative, supportive and fun partnership with their mentee
- ✓ Act as a positive role model and encourage new experiences and opportunities
- ✓ Encourage a young person to reach their potential
- ✓ Respect the young person's dignity and right to privacy
- ✓ Consider the safety of the young person and establish appropriate boundaries/limits for behaviour
- ✓ Help mentee to identify and achieve their own goals
- ✓ Build mutual respect and instill trust
- ✓ Focus on building and encouraging self esteem
- ✓ Maintain confidentiality and set clear boundaries in line with Raise Foundation Policies
- ✓ Complete required documentation within the Raise Foundation Evaluation process
- ✓ Work with your Program Counsellor respecting their judgment, skills, and ability to manage program
- ✓ Report to Program Counsellor under the Duty of Care Policy, as required
- ✓ Operate within guidelines of the Raise Foundation Policy Manual
- ✓ Is an additional link in an already established chain of support for the mentee (school counsellor etc)
- ✓ No contact with mentee outside of the program

Key Performance Indicators (KPI)

- ✓ Attendance at 100% of Raise Mentor Training Program ie: 12 hours
- ✓ Adherence to Raise Child Safe Checks and National Crime Checks
- ✓ Commitment to participate in the program for a full school year period (March to October)
- ✓ Attendance and participation in 100% of mentoring sessions
- ✓ Attendance and participation in 100% of mentor support sessions
- ✓ Completion of evaluation surveys in line with Raise Foundation policy
- ✓ Attendance and participation in Graduation Celebration in support of your mentee
- ✓ Evaluation of mentee's achievement against their goals in provided workbook



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Skills and Experience

Previous mentoring experience helpful
Excellent listening skills and questioning
Good communication skills
No formal qualifications required

Personal Attributes

Kind, patient, caring, sensitive, empathetic and positive
Reliable, punctual, committed and dedicated
Non-judgmental, unconditional, open-minded and able to limit own bias
Shows honesty and integrity, and leads by example
Shows respect of mentee’s privacy and confidentiality
Shows self awareness and knows own limitations
Able to genuinely listen and understand
Likes to have fun

Mentor’s Rights

Mutual respect, confidentiality, integrity and honesty
Valued and accepted by Raise Foundation
A safe environment, free from physical or verbal abuse
Debriefing and counselling support from qualified professionals, where required
Clear guidelines on expectations through training and policies which are well communicated
Ability to discontinue if legitimate circumstances require it, with ten (10) days’ notice

Remuneration and Benefits

Free accredited Mentor Training Program
This is a volunteer position, and as such there is no formal remuneration

Confidentiality and Conflict of Interest

During the period of mentoring or at any time thereafter, confidential information relating to Raise Foundation shall not be disclosed to any unauthorized person. Further, any information, workbooks, training materials or documents which have been designed, or used or accessed by the Mentor pursuant to this Agreement shall not be used at any time now or in the future except on behalf of Raise. The Mentor will remain aware of the potential for conflicts of interest which may affect their ability to exercise professional discretion and unbiased judgement in the performance of their duties under this Agreement. Where a conflict of interest is foreseeable or occurs by chance, the Mentor will declare their interest to their Program Counsellor and seek to negotiate a solution.

Termination

This Agreement may be terminated by either party upon ten (10) days prior written notice to the other; provided that if the Mentor terminates this agreement the Mentor will ensure that all aspects of this Agreement continue to be carried out during that period, including a face-to-face meeting with their Mentee outlining their need to discontinue mentoring. Effective separation and closure of Raise mentoring matches is very important and should be carried out under the guidance of the Mentor’s Program Counsellor. This Agreement may be terminated immediately when deemed appropriate by the Raise Board and Management team for the best interest of all program participants.

Raise Mentor _____ *name* _____ *sign and date*

Raise Trainer _____ *name* _____ *sign and date*