



Facilitatrix

Job Description: Mentor/Support Worker

Job Description

To provide a range of hands on support services for eligible funding recipients of the Disability Services Commission (DSC) and National Disability Insurance Scheme (NDIS) including assistance with accommodation & tenancy obligations; daily planning, skill building, decision making and budgeting; employment assistance; and mentoring.

Job Title: Mentor/Support Worker

Job Type: Employment will be on a part time permanent or casual basis - hours of work to be negotiated with the agency on an individual basis as the need may arise.

Location:

Primarily this position will require mentors to engage in work at various locations across the Perth Metropolitan area, as required. Location of work will be negotiated between the employer and employee with a focus on providing services as close as possible to the employee's place of residence as far as possible.

Work outside of the metropolitan area may be required from time to time and will be negotiated between the employer and the employee.

Supervisor/Manager:

This position reports directly to the Mentoring Coordinator.

Main Duties/Responsibilities:

- Provision of person-centred supports and mentoring in accordance with individualised person-centred plans.
- Establishing a positive working relationship with the client based on trust and respect.
- Documentation, including writing reports and maintaining accurate records in accordance with agency procedures and management requirements.
- Working as part of a multi-disciplinary team, including attendance at staff

meetings and undertaking organisational training and development opportunities as required.

- Undertaking continuing professional development Planning (PDP).
- Maintaining a clean and safe workspace, and ensuring compliance with all workplace health and safety policies and procedures.
- Other tasks as negotiated with the agency on an individual basis.

Commitment To Facilitatrix's Mission & Values

All staff employed by Facilitatrix are required to demonstrate a commitment to the organisation's Mission & Values and to abide by the Staff Code of Conduct and all relevant policies and procedures.

It is also a condition of employment for all staff that they commit to the following:

- Promoting equality and diversity within the workplace.
- Maintaining the confidentiality of other staff and service users and abiding by relevant provisions of the *Privacy Act 1988 (Cth)*.
- Actively participating in the development of a sustainable quality assurance framework for service users.
- Actively participating in processes concerning Occupational Health & Safety and Risk Management.

Skills & Experience

Qualifications (Desirable):

- Cert 3 & 4 in Disability Services and/or relevant qualification in Human Services, Psychology, Social Work or similar OR equivalent industry experience.

Experience (Desirable):

- A minimum of 2 years' experience working with disadvantaged client groups in the aged care, disability or mental health sectors or equivalent experience.

Skills:

- High level of professionalism and outstanding work ethic.
- Excellent interpersonal, verbal and written communication skills.
- Excellent organisational and time management skills.
- Commitment to improving the lives of vulnerable adults including the aged and those with disabilities and/or mental health issues.
- Ability to work with people from diverse backgrounds with compassion and empathy and without judgment for their lifestyle choices, personal preferences and values.
- Ability to work well both autonomously and as part of a multi-disciplinary team.
- Ability to achieve excellent outcomes based on individual needs / goals.
- Emotional resilience and ability to support individuals who may be, on occasion be experiencing significant distress, crisis or mental illness.
- Ability to use Microsoft 365 applications i.e. Teams, Outlook (emails, calendar), OneDrive, Word, Excel, etc.

Rate Of Pay

The rate of pay will be determined under the specifications of the SCHADS Award.

The position holder is expected to travel from their home to their first work location and return from their last work location each day without reimbursement for travel expenses or time. Any travel in excess of this will be paid per kilometre.

Appointment Pre-Requisites

Appointment is subject to:

- Working with Children Check (WWCC).
- First Aid Certificate.
- Current Australian Driver's Licence.
- Evidence of, and ongoing compliance with, Government health mandates and organisational policies and procedures, concerning infection control, including vaccination requirements.
- Access to a reliable motor vehicle and appropriate motor vehicle insurance to use that vehicle for work purposes.
- Completion of 100 point identification check.
- NDIS Worker Screening Clearance.
- Satisfactory reference checks.
- Copies of current qualifications.

Applicants who do not have a car or are unable to drive may be considered for work where a motor vehicle is not required.