



We believe in the power of  
inspired young people

## YMCA of the Northern Territory Position Description

<b>Position Title:</b>	Mentoring Program Lead – Katherine Youth Services
<b>Position Location:</b>	Katherine
<b>Department:</b>	Youth and Community Services
<b>Reports To:</b>	Katherine Youth Services Team Leader
<b>Direct Reports:</b>	Youth Workers, Volunteers

### 1. Introduction

Everyone at the YMCA of the Northern Territory is dedicated to making a positive community impact in all the work we do. From childcare, to before and after school care, from recreation and aquatics, to accommodation and youth services, we believe in the power of inspired young people. Whether they are in our care, participate in our programs, or work for us, we work to empower young people to be all they can be.

Our Youth and Community Services operate across the Territory. We manage the YMCA Hostel in Darwin, providing affordable accommodation for people at risk of homelessness. We deliver empowering youth services in Darwin, Palmerston, Katherine and Alice Springs, and we deliver a range of community programs including the Defence Communities program.

### Katherine Youth Services

Our Katherine Youth Services are safe and empowering programs for young people. We deliver a range of Activity Nights, Community Nights and Mentoring Programs which build skills, include targeted follow up and provide leadership opportunities.

### 2. The role

As Mentoring Program Lead in the Katherine Youth Services team, you are responsible for the implementation and delivery of the Y's youth mentoring programs, including the Certificate I in Developing Independence.

You build positive connections with young people participating in the mentoring programs and role model best-practice youth work. You place young people's voices and opinions at the core of the Y's programs, ensuring the mentoring programs are youth-led and strengths-based.

Acting as the second in-charge, you work with the Team Leader, to lead and support the delivery of the Y's youth programs in Katherine. You provide guidance, direction and advice to Youth Work staff and encourage a team culture of reflection and personal growth.

### 3. Key performance indicators

- **Empowered young people**

Young people's voices, opinions and feedback is listened to, valued, and central to program delivery. Young people are encouraged and empowered to take responsibility and develop independence.

- **An inclusive, safe and culturally-safe space for young people**

All young people feel welcome. The supervision and safety of young people is a priority. Culture and diversity is celebrated. Staff understand the unique needs of at-risk young people and use a strengths-based, trauma-informed framework.

- **Program excellence**

Mentoring Programs are well organised and well executed. Reporting deadlines, case notes, compliance requirements and recordkeeping expectations are met. All Y Northern Territory policies and procedures are implemented.

- **Strong staff team**

Staff feel supported in their role and enjoy working at the Y. There are open, transparent communication channels and two-way feedback. Staff work as a cohesive team to support young people.

- **Strong stakeholder and community engagement**

A collaborative approach is taken to building positive relationships with key stakeholders. Community organisations and other Youth Services regularly collaborate with the Y to deliver activities in Katherine. The Certificate I in Developing Independence is delivered in partnership with Brotherhood of St Laurence and NT Department of Education.

### 4. Characteristics and qualities required

- Strengths-focused, motivational approach to Youth Work and mentoring
- Positive role model in the community, actively demonstrating the Y's values.
- Excellent leadership and people management capabilities
- Strong attention to detail

## 5. How we work – our values

At the Y of the NT, we undertake all our work, guided by a set of core values:

- We value the whole person, consisting of a body, a mind and a spirit each of which is of equal importance.
- We value the dignity and intrinsic worth of all people regardless of age, gender, ethnicity, belief or other difference.
- We value diversity of people, communities and nations.
- We value equality of opportunity and justice for all people.
- We value healthy communities based on relationships between people which are characterised by understanding and mutual respect.
- We value acceptance of personal responsibility.

These core values translate into four key operational values:

***Honesty – Respect – Caring – Responsibility***

## 6. Safeguarding Children and Young People

The Y Northern Territory is strongly committed to the safeguarding of children and young people. As part of our team, you will champion children and young people's safety and wellbeing by:

- Adhering to, and maintaining a working knowledge of, the Y Northern Territory Code of Conduct, and all policies, procedures and strategies relating to the safeguarding children and young people.
- Supervising children and young people at Y programs, services and facilities.
- Acting as an extended guardian towards children and young people where you have interactions and at all times taking reasonable steps to prevent abuse and neglect.
- Reporting any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with Safeguarding Reporting Policy and child protection legislation.
- Actively involving children and young people in feedback processes, the development of new programs, and the creation and implementation of policies relating to children and young people, using standardised practices and resources.
- Actively promoting cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.
- Declaring anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with children and young people.

## 7. What you bring to the role

- Certificate IV in Training and Assessment
- Minimum Diploma in Community Services, Youth Work or related discipline
- Minimum three years' experience in a similar role
- Strong administration, planning and time management skills.
- Experience working with young people from diverse backgrounds, in particular at-risk young people and Aboriginal and Torres Strait Islander young people.
- Excellent conflict resolution and negotiation skills, and the ability to manage challenging behaviours and situations.
- Current First Aid certification.
- NT Driver's Licence (preferred)
- Suicide prevention training (preferred)
- Trauma informed care and practice training (preferred)
- Cultural Awareness training (preferred)

## 8. Mandatory requirements of employment (to be maintained throughout your employment)

- Hold a valid Working with Children Clearance.
- Hold a satisfactory Criminal History Check.
- Complete Y Safeguarding Children and Young People training and refreshers as directed.
- Hold current CPR certification.

## 9. Position Acceptance

I have read and understood the duties and requirements of my position as described above. By signing this position description I agree to and acknowledge the expectations required of me.

Please note, this position description is a guide and does not limit the requirements or tasks of your role with the Y Northern Territory.

Employee's Name \_\_\_\_\_

Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_