



Job Description

Mentor

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| Hours per week: | 5 |
| Contract type: | Permanent in line with funding |
| Location: | DUNDEE |
| Reports to: | Team Manager |
| Line Management Responsibility: | No |
| Financial Accountability: | Low |

Job Summary

This role will offer a tiered approach to providing support and intervention for children aged 5 to 12, experiencing mental and emotional distress to promote positive wellbeing. This will be in collaboration with Longhaugh Support Group (LSG). This role will work closely with LSG, the child's mainstream school, children and families social work, specialist supports and universal services whilst taking a whole family approach through outreach community work with families.

We also provide support to families as part of our intensive support package. Mentors build sustainable trust and respectful professional relationships which encourage support and demonstrate commitment to young people and their families. Sessional Mentors will also be required work closely with our teams and document visits.

Priority is demonstrating meaningful participation and engagement of children young people's views and a rights-based approach.

Key Responsibilities

The key responsibilities of the Mentor include, but are not limited to:

- Allocated Young Person(s) and their Family
- Family Support Worker
- Team Manager
- Operational Management and other includem staff



LEADERSHIP AND TEAMWORK

- Identifies a clear, motivating, challenging vision and direction for young people under the supervision of project staff
- Generates enthusiasm and commitment from young people through effective coaching and mentoring.
- Attending team meetings when required

NETWORKING AND INFLUENCING

- Actively participates in mentor meetings and other team meetings
- Is able to express their views constructively
- Ability to work with other agencies for the benefit of the young person and the organisation.

CONTINUOUS IMPROVEMENT

- Offers ideas to generate creative solutions and approaches to issues that affect young people
- Is accepting of change and the benefits this could bring
- Attending any relevant training courses.

INTERPERSONAL SKILLS

- Is able to interact appropriately with young people within the set organisational standards and professional boundaries
- Is able to constructively confront challenging behaviours of young people in a controlled and effective manner.

COMMUNICATION AND INFORMATION

- Within the boundaries of their role maintains and updates accurate records of work with their service user
- When appropriate assist project staff by attending reviews, planning meeting and relevant forums in connection with young people.

PROFESSIONAL BOUNDANIES

- Adheres to the organisations policies and procedures and ensures that all work is undertaken values and beliefs
- Avoids inappropriate situation and actions which could result in a conflict of interest or breaching professional boundaries.

MANAGING RESOURCES

- To assist in the operation of the Helpline service and, when available, be able to respond appropriately to the potential queries



- Adheres to all internal control procedures (financial, fraud, theft, misuse of organisational funds/equipment/premise etc).

MANAGING SELF

- Is open to feedback, both positive and constructive, from colleagues, young people and social workers • Will work strictly within the confines of the Code of Conduct • Is able to maintain calm in stressful situations and recognised the signs of stress and where to seek appropriate assistance.

PERFORMANCE MANAGEMENT

- Engages in all training and performance management activity provided by project staff
- Takes responsibility for own workload and time management whilst highlighting any potential issues or concerns.

SERVICE DELIVERY

- Ensures that the safety and welfare of young people is paramount
- To engage on a programme of social, leisure and recreational activities with young people.



Person Specification

| Category | Essential Job Requirements | Desirable Job Requirements | Method of Assessment |
|--|---|---|---|
| Technical Skills, Knowledge, and Experience | <ul style="list-style-type: none"> • A reasonable understanding of social exclusion and the importance within the context of the organisation. • Able to provide a scaffold of support to young people by building mutually trusting, professional, open and non-judgemental relationships • Able to deliver the intensive support services to the young people whilst adhering to the quality assurance standards, policies and procedures of includem. • Demonstrate values of inclusiveness, stickability and service improvement in all areas of mentor activity. • Can work cohesively as a team to provide the best possible support to young people. • Ability to build trusting relationships with young people, their families and other professional partners. • An ability to provide different perspective and act as an influence role model to young people. • To assist in improving the service provided to young people. | <ul style="list-style-type: none"> • Knowledge of Children and Families legislation, accommodation and support services. • Understanding of Neurodiversity in young people, and willing to attend relevant training in relation to the young people being referred. | Application process Individual interview |



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| | <ul style="list-style-type: none"> To demonstrate and understanding of the includem phase 'stickability' and the reasons why this is important. Ability to work flexible hours, including evenings and/or weekends. Good verbal communication to be able to influence and negotiate with young people and build strong relationships with colleagues. Able to provide written records of contact visits which accurately reflect what took place and how this relates to the objectives of the contact. | | |
| Education / Qualifications | <ul style="list-style-type: none"> Willingness to work towards qualifications | <ul style="list-style-type: none"> SVQ 2 & 3 in social care | Application process Individual interview |
| Other Requirements <i>[soft skills e.g., communication / organisational skills etc]</i> | <ul style="list-style-type: none"> Ability to travel to visit other includem offices and key stakeholders premises on occasion, for training and other meetings. Able to drive and have access to own car. | <ul style="list-style-type: none"> | Application process Individual interview |

Acknowledgement:

This job description is an overview of the duties, responsibilities, and requirements of the position. You may be required to perform other duties throughout your employment at the reasonable request of your line manager.

I acknowledge that I have read and understood the job requirements, responsibilities, and expectations outlined in the job description.



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| Employee Name | | Employee Signature | | Date | |
| Line Manager Name | | Line Manager Signature | | Date | |