



Female Mentor - Barranggirra Program (Mid-North Coast)

Ungooroo Aboriginal Corporation is looking for a part-time female Mentor to join the Mid-North Coast team. The Mentor will support Aboriginal employees, trainees and apprentices through the completion of accredited training leading to improved employment outcomes.

This is a part-time position (3 days per week)

Being female is a genuine occupational qualification for this position as described under Section 31 of the Anti-Discrimination Act, 1977 (NSW). This is an identified role and exempt under s21 of the Anti-discrimination Act 1977 (NSW).

Responsibilities include:

- Mentor Aboriginal apprentices and trainees
- Visit workplaces and training venues to facilitate cooperation
- Assist in the resolution of any workplace issues that arise during transition or orientation of the apprentice or trainee
- Assist the apprentice or trainee to access other forms of support by providing resources or assisting with referrals
- Maintain regular contact with the apprentice or trainee
- Manage data and reporting requirements
- Complete visitation reports after each engagement
- Develop and implement individual Mentor Plans (and Exit Plans) for each learner in the program
- Customer/Stakeholder relationships
- Develop and manage relationships with organisations within the Barranggirra Program
- Develop innovative ideas and approaches for building relationships with additional customers where appropriate
- Work collaboratively with individuals and other agencies to facilitate connection for apprentices and trainees to the community and extended network
- Work collaborative with Training NSW to ensure outcomes are achieved for apprentices and trainees
- Comply with UAC, WHS policy and procedures
- Comply with policies and procedures of other companies when visiting all workplaces.

Qualifications & Experience

- Current NSW Driver's Licence
- Sound computer literacy/skills
- Knowledge and understanding of issues affecting Aboriginal and Torres Strait Islander people, especially those impacting on education and employment
- Passion for assisting people in the development of learning and work place skills.
- Excellent written and oral communications skills.
- Ability to work well in an inter-cultural environment
- Applicants will be subject to a Working with Children's Check and a Criminal Record Check
- Experience working in an Aboriginal organisation.
- Industry qualifications or working towards
- Experience working in a diverse business environment.

Personal Attributes

- Demonstrated person-centred approach with genuine empathy and interest in working with apprentices and trainees
- Lived working experience
- Excellent interpersonal and communication skills
- Demonstrated ability to be client focused and work collaboratively with participants and stakeholders.
- Confidence in communicating with a wide range of stakeholders in the community and industry
- Undertake all duties in a diligent manner, with honesty and integrity.

How to Apply

Please email your application, including a cover letter addressing the criteria and CV with relevant experience to hr@ungooroo.com.au or give us a call on **6571 5111**.

