



Female Mentor (Mid North Coast)

Our Barranggirra program is expanding and we're looking for an experienced female Mentor to join our team working in the Mid North Coast region. The Mentor will support our Aboriginal learners, trainees and apprentices through their training to improve post-training employment outcomes.

This is a part-time, 3 day per week role.

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 Section 21 of the Anti-discrimination Act 1977 (NSW).

About the role

- Mentor Aboriginal apprentices and trainees
- Visit workplaces and training venues to facilitate cooperation and support the resolution of any workplace issues
- 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 including visitation reports after each engagement
- Develop and implement individual Mentor Plans (and Exit Plans) for each learner
- Develop and manage customer and stakeholder relationships
- 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 all relevant Ungooroo, WHS and other workplace policy and procedures.

About you

- Demonstrated person-centred approach with genuine empathy and interest in working with apprentices and trainees
- Excellent interpersonal and communication skills
- Demonstrated ability to be client focused and work collaboratively with participants and stakeholders.
- Good problem-solving, communication, listening, writing and planning skills
- Undertake all duties in a diligent manner, with honesty and integrity.

Qualifications & Experience

- Current NSW Driver's Licence
- Confident computer literacy and skills
- Knowledge and understanding of issues affecting Aboriginal and Torres Strait Islander people, especially those impacting on education and employment
- Excellent written and oral communications skills and a commitment to open and transparent communication
- Ability to engage and collaborate with colleagues to build strong working relationships
- Passion for assisting people in the development of learning and workplace skills
- Ability to work well in an inter-cultural environment
- Experience working in an Aboriginal organisation
- Industry qualifications or working towards
- Applicants will be subject to a Working with Children Check and a Criminal Record Check.

Why choose Ungooroo

- 100% Aboriginal owned not-for-profit organisation
- Salary packaging benefits
- Travel allowance
- Laptop and mobile phone
- Ongoing professional development
- Supportive and professional team

How to apply

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

ungooroo.com.au