

JOB CODE: 04.016.02
JOB TITLE: Employment Retention Mentors
PROGRAM/SECTION: Empowering Youth
REPORTS TO: General Manager- Employment
AWARD: Labour Market Industry Award 2010
CLASSIFICATION: Training & Placement Officer
PROBATIONARY PERIOD: 6 months (monthly reviews undertaken during this period)

Approval Date:	21/03/2017	Version:	201703.21
File path:	W:\Corporate Services\Human Resources\Human Resources Current\Workforce Planning\Position Descriptions 2017 New Template\04 Programs\04.016 Empowering Youth Job Roles\04.016.02 Employment Retention Mentors.docx		

Impact Commitment Statement

Our staff will actively contribute to the organisation’s vision, mission, values, policies and procedures. In return, our staff will enjoy making a difference in the community, working within a supportive team, with a strong commitment to learning and development; and appreciate significant employment benefits.

Who are we? As a charitable organisation, we support people who may be experiencing disadvantage, poverty or exclusion from community, social and employment networks. Through our programs and services, we assist individuals and families build resilience and reconnect with the community in a positive way to realise an improved quality of life.

What is our vision? To lead the community in pioneering improved life opportunities

What is our mission? Building a caring and inclusive community through opportunities which empower people, increase individual choice, improve resilience and increase social and economic participation

What are our values? What do we expect from our staff and what do our clients expect from us?

Trust we are honest, accountable to our community and transparent in our actions

Empowerment in every endeavour we strive to support people to achieve their goals, own their actions and make sustained change in their lives according to what they want

Relevance we serve our community’s needs through a contemporary individual choice based approach to community service

Compassion we are caring and understanding in our support of people in our community

Inclusiveness we believe that diversity in our community makes us stronger and provide equal opportunity to all



