



INFORMATION PACKAGE

Job Mentor



Profile of [INSERT NAME]

The “self-managed model” of support

General information

Job Description

Essential Criteria

Values/ Vision Statement

Please read this information package.

[INSERT NAME and contact details]



Hello,

Thank you for your interest in the [Job mentor] position. We believe this job is an exciting opportunity for someone interested in doing something rewarding by assisting a teenager to develop work skills and competencies aligned with [Office Administration work role].

This position will be funding through the National Disability Insurance Scheme (NDIS). We self-manage the funding on our son's behalf that enables us to employ you directly. This is a relatively new way of supporting people with disability that aims to provide an individually tailored and flexible approach to increasing competencies that will lead to genuine community participation through valued social roles.

As the job title suggests the main aim of this role is to provide Job mentoring for [INSERT NAME] to acquire and maintain skills, increase his self-esteem and confidence that will enable him to genuinely participate and contribute in his valued work role. An additional element of this role is to be mindful of how to encourage [INSERT NAME] to be independent in his workplace, and how to build competencies for task progression.

Organisational Relationship

Reports to: [INSERT NAME]

Internal relationships:

External relationships:



Example of description of the person using role language:

[INSERT NAME] is 16 years of age and:

- Is a loved and valued member of a family
- Lives with his family in North/South Canberra
- Is a Oztag player, Drama and music student, Soccer Referee, down-hill skier and keen Bull Dogs AFL fan
- Has an intellectual disability
- Is a friendly person who enjoys spending time with friends and family
- Is a bike commuter
- Is a Soccer Club member
- Accomplished a Bronze Star participant
- Has many friends
- Likes doing many of the same things young people typically enjoy
- Likes having a say in what is going on.
- Has a family whom are committed to [INSERT NAME] in achieving the good things of life and being fully embedded in his community regardless of his disability.

Roles Based Recruitment Through Self Managing NDIS Funding



Self-Managing NDIS funding and using a Roles Based Recruitment model is a relatively recent innovation that enables a person with a disability and their family to manage their NDIS funding and design supports that are individualised with a focus on valued social roles. The aim is to provide a tailored and flexible approach to supporting the person with disability to enable genuine community participation.

This is how it works...

- Person's role is identified and a complimentary support role is advertised and recruited.
- The Job mentor (the complimentary support role) is responsible to [INSERT NAME] and his family. His family will directly maintain all employment functions including payroll, tax superannuation, insurances, workplace health and safety, etc.
- This will be a permanent part time/casual position [with salary and working conditions]. This position will pay [above] the SCHADS Award at \$**/hour. The hours of work will be negotiated between [INSERT NAME], his family and yourself.

The job mentor is invited to join [INSERT NAME]'s family, friends and allies in planning for the good things of life for [INSERT NAME] that is individually tailored, relevant, meaningful, purposeful, fulfilling and sustainable.

A commitment to achieving valued outcomes for [INSERT NAME] is essential.

A comprehensive induction and training period will be provided as well as ongoing development opportunities, support, advice and mentoring.



The Job mentor will work with [INSERT NAME] at his workplace, the [name of workplace] and in the family's home.

Job Description

Successful applicants will join a team that has a shared commitment to the values/vision statement on p.8

Responsibilities include: providing Job mentoring for [INSERT NAME] to:

1. Support [INSERT NAME] to fulfil his work role within his duty statement at the [insert workplace name]
2. Source and provide information and resources when and where necessary to assist [INSERT NAME] in his role;
3. Assist [INSERT NAME] to perform his Job role in a professional manner;
4. Ensure [INSERT NAME] is punctual, reliable and respectful at all times;
5. Break down and guide [INSERT NAME] to learn new job tasks;
6. Helping sustain and develop [INSERT NAME]'s motivation to persevere with the tasks at hand;
7. Advise relevant workplace staff on required workplace accommodations;
8. Assist [INSERT NAME] to master using all technology in relation to his work;
9. Assist [INSERT NAME] to master commuting to and from work independently;
10. Uphold [INSERT NAME]'s vision for a good life;



Duty Statement

1. Social Inclusion

- Assist [INSERT NAME] in making connections, developing social relationships and friendships.
- Support [INSERT NAME] to engage with others.
- Practice conversational engagements, modelling how people can communicate with [INSERT NAME].
- Contribute ideas for social engagement and contribution.

2. Communication

- Modelling to others how to include [INSERT NAME] in conversations
- Providing and facilitating communicative opportunities.
- Ensure regular and good communication with family and work place;

3. Mentoring

- Contribute ideas for learning experiences and activities.
- Be flexible in approach.
- Subtly re-engage [INSERT NAME] if he removes himself from social settings.
- Provide positive feedback and encouragement consistently

4. Role Model

- The conduct of the Job mentor should project that [INSERT NAME] is important and valued at all times. They should convey interest in what he has to say and caring about how he looks and feels. We provide a powerful model for others to know how to approach and communicate with [INSERT NAME]

5. Personal appearance

- With impeccable discretion will always ensure [INSERT NAME] has a presentable image that is age appropriate.
- Ensure your attire is appropriate for the setting where support takes place.



6. Maintenance of Records

- Keep records and an accurate timesheet using an agreed alternative. Submit when required for validation and payment.
- Monitor competencies and outcomes achieved and regularly update, store and share in the agreed manner;
- Keep records and documentation and prepare appropriate reports necessary for [INSERT NAME]'s ongoing Job mentoring for NDIS purposes;
- All records and documentation to only be stored in the agreed place.

7. Safety

- Provide support to ensure reasonable and adequate safety.

8. Equipment

- All equipment used as part of the mentor role requires great care of use at all times. If permanent damage is caused to work equipment a replacement that will provide similar performance will be provided by the staff member.



Essential

Values

- Commitment to the values/vision statement on p.10 (These values and this vision must underpin all that is done on [INSERT NAME]'s behalf.)
- Commitment to the full participation of people with disability within the community
- Understanding of the importance of social inclusion through valued social roles.

Skills

- Demonstrated excellent listening and communication skills
- Demonstrated excellent social skills
- Capacity to teach and to assist in all manner of learning
- Ability to contribute to learning, social experiences, activities and valued social roles
- Demonstrated collaboration skills
- Demonstrated problem solving skills

Personal

- Confident (*This means being able to work confidently once training and induction has been completed*).
- Resourcefulness (*being innovative, thinking about interesting things to do to enhance [INSERT NAME]'s life, showing initiative and ability to problem solve*).
- Common sense (*Weighing things up and making reasonable decisions or checking when needed*).
- Reliability (*arriving on time, doing what you say you will do, taking responsibility*).
- Confident, yet humble personality (*good sense of humour, positive outlook, people person*)
- Respectful (*be considerate and courteous of [INSERT NAME], his family and co-workers*)
- Ability to make good judgments and to take initiative (*bringing life experiences to the decisions you make, testing out ideas and being inventive*).

Other

- Available to work rostered hours as negotiated

Values/ Vision Statement



The “default position” for people with disabilities in our society is one of exclusion. Disability-specific service provision most often congregates people with disabilities together and separates them from the places most people spend their time. The usual life outcomes for people with disabilities are also poor. People tend to be lonely, isolated from freely given relationships, limited in choices and impoverished.

[INSERT NAME], his family and supporters reject this “default position” and proactively and passionately pursue “the good things of life” for [INSERT NAME] where he is included as a valued member of the community.

It is essential all members of [INSERT NAME]’s support team share a set of values regarding people with disability, as follows:

- That all humans have value and the same fundamental human rights.
- People with disability have the same rights as others to self-development, sustaining relationships, opportunities to pursue interests and to make a contribution.
- People with disability are especially vulnerable and need their support circle to compensate for this by choosing only the most highly valued options for them.
- It follows that language choices must reflect people’s dignity; that confidentiality must be closely guarded, that positive valued imagery should be cultivated, and that devaluing groupings and activities must be rejected.

[INSERT NAME], his family and supporters are committed to achieving for him something other than the default position of exclusion. It is important that support team members understand that [INSERT NAME] roles, activities and relationships must bring him/her into the full life of the typical community and not confine him/her to the margins. We seek genuine inclusion for [INSERT NAME].

[INSERT VISION STATEMENT] EXAMPLE:

Our vision for [INSERT NAME] is of a life where [INSERT NAME] is an important member of his local community where his contributions are valued, his presence is welcomed and know, where he is missed when he is not around and of course where he is loved. As [INSERT NAME] moves through his teenaged years we want him/her to continue to be a vibrant part of his local community where he continues to develop relationships, make contributions that are appreciated and broaden his roles that are typical for his age. To achieve these outcomes, he needs substantial support from people who are committed to this vision and the values that underpin it.