



## Position Description: Mentor, I CAN Network

### Purpose of the Mentor role

The Mentor will build the confidence and enable young people on the Autism Spectrum through empowering mentoring relationships. The Mentor is someone who can relate to the experiences and individual strengths of people on the Autism Spectrum.

### Position of Mentor, I CAN Network

The role of an I CAN Mentor is to empower a person on the Spectrum (whether in primary/ secondary school, university/ TAFE, workplaces or communities) with greater confidence and self-acceptance. To be successful, Mentors will view Autism through a positive lens and embrace I CAN's purpose - *to prove what people on the Spectrum CAN do*.

Mentors need to be able to work in a highly flexible organisation that is rapidly building the required systems to be able to support a diverse range of individuals and communities across Victoria and wider Australia. Mentors will be assigned mentee/s to support as new organisations, communities or individuals purchase I CAN's mentoring packages. In the process of assignment, the skill set and life stage of the mentor will be matched, as much as possible, to their prospective mentees. Our mentees are diverse and can be in schools, universities/ TAFEs, workplaces and communities. Successful applicants will be able to relate to I CAN's mentees and have flexible availability for mentoring engagements throughout the week, primarily during school hours.

Mentors will be coached and supported by their immediate Network Leader who is managed by a Mentor Manager who reports to the CEO. Mentors will be remunerated for a fixed number of hours under a casual employment contract.

All applicants must have the ability to gain a Working With Children Check ("WWCC") or state equivalent in submitting an application. If they are accepted for the role, they must apply for and obtain an 'Employee' WWCC in order to commence work. I CAN will make a small financial contribution towards the procurement of the WWCC.

### What will YOU get out of this?

- A whole lot of fun!
- Meeting great people and making new friends!
- Enhancing your professional skills and networks
- Growing your self-confidence
- Sense of making a difference
- Networking with community organisations
- Insight into talents of Autism
- Making an impact on a small, ambitious organisation



Key position information		Date updated: May 2017	
<b>Title:</b> I CAN Mentor		<b>Position reports to:</b> Network Leader <b>Next-up Manager:</b> Chief Enabling Officer	
Primary purpose of position		Interests	Capabilities
I CAN's Mentors build the confidence and enable young people on the Autism Spectrum through empowering mentoring relationships.		<ul style="list-style-type: none"> <li>• Passion for youth</li> <li>• Passion for people on Autism Spectrum and their talents</li> <li>• Belief in I CAN Network's Values</li> </ul>	<ul style="list-style-type: none"> <li>• Listening</li> <li>• Teamwork</li> <li>• Communication</li> </ul>
Key Responsibilities		Tasks	
<b>Duty of Care to participants</b>		<ul style="list-style-type: none"> <li>• Holding an valid Working with Children Check and/or State equivalent</li> <li>• Strict adherence to I CAN Network's training and policies on duty of care</li> <li>• Maintaining dialogue with Network Leader on meeting duty of care obligations</li> </ul>	
<b>Delivery of I CAN Mentoring Program</b>		<ul style="list-style-type: none"> <li>• Actively participate in I CAN's Mentor Training</li> <li>• Facilitation of group mentoring sessions alongside a Network Leader</li> <li>• Customise the application of I CAN's mentoring modules to the strengths of assigned mentees</li> <li>• Meet reporting requirements following mentoring sessions</li> <li>• Actively contribute to the ongoing design and evolution of I CAN's mentoring modules</li> </ul>	
<b>Mentoring Young People on the Autism Spectrum</b>		<ul style="list-style-type: none"> <li>• Believing in mentees and valuing/ leveraging their individual motivations and talents</li> <li>• Working with mentees to enable them and change the culture around them</li> <li>• Being patient, understanding and aware of how your actions affect mentees</li> <li>• Working with mentees' 'I CAN Networks', within the boundaries of the program</li> <li>• Raising potential conflicts or issues immediately with the Network Leader</li> </ul>	
<b>Working for the I CAN Network</b>		<ul style="list-style-type: none"> <li>• Actively promoting I CAN and seeking out new supporters</li> <li>• Identifying and enabling the next generation of mentors from among mentees</li> <li>• Upholding I CAN's Values - <i>We are Positive, We Enable, We are Open, We are Gutsy, We build Networks, We value Integrity</i></li> <li>• Contributing to a great team culture</li> </ul>	



## We enable

We are committed to actively accommodating individual needs, embracing diversity and difference, and removing barriers to encourage participation.

### *An enabling person is someone who...*

- Works with each person to identify their individual needs
- Supports others in their endeavours & attempts to improve themselves
- Uses knowledge of individual needs & strengths to facilitate learning, communication, & participation
- Constantly looks for solutions
- Uses individual strengths to 'set people up for success'
- Is open to discovering someone's potential

### *An enabling person is someone who does not...*

- Insist on a particular communication style
- Give up on people
- Label people with limits
- Expect people to conform

## We are open

We listen and learn from each other. We are flexible and adapt to different circumstances.

### *An open person is someone who...*

- Welcomes criticism and feedback
- Listens to other's ideas
- Encourages creativity
- Respects differences of opinion, even if they don't agree
- Encourages everyone to contribute
- Is willing to consider new ways of doing things
- Adapts to unforeseen circumstances



***An open person is someone who does not...***

- Shoot down ideas
- Insist on one way
- Throw in the towel/give up

## **We are gutsy**

We are courageous and push ourselves to grow. We are wholeheartedly invested in everything that we do.

***A gutsy person is someone who...***

- Pushes themselves & others to grow, but not to breaking point
- Is willing to step out of their comfort zone & try new things
- Takes on big challenges
- Passionately advocates for an understanding or belief
- Is passionate about their work
- Supports others in their vulnerability/when they are vulnerable (taking on new challenges/risks)

***A gutsy person is someone who does not...***

- Force people to do something they are not comfortable with
- Force people to push themselves to breaking point/exhaustion/meltdown/burn-out
- Try to take on too much, particularly when the work can be delegated
- Ignore the value of compromise



**We are positive:** We focus on strengths.

***A positive person is someone who...***

- Creates a positive environment
- Celebrates achievements/milestones
- Is solution-focused/sees problems as challenges to be overcome
- Uses positive language

***A positive person is someone who does not...***

- Use deficit language
- Focus on problems (not problem-focused)
- Put people down

**We value integrity:** We are honest, transparent, and trustworthy

***A person with integrity is someone who...***

- Is responsible
- Adheres to required regulations (inc. company values)
- Meets commitments
- Admits their mistakes
- Encourages others to be open and honest
- Acknowledges the limits of their expertise
- Maintains I CAN Network's reputation

***A person with integrity is someone who does not...***

- Withhold important information
- Act inappropriately
- Avoid responsibility



**We build networks:** We work at a grassroots level to build effective and supportive local communities.

***A person who builds networks is someone who...***

- Encourages individual and group autonomy
- Fosters a sense of group identity and belonging
- Supports and provides encouragement to one another
- Seeks to build connections (encourages friendships)
- Works as part of a team
- Seeks support and help when needed
- Maintains good communication between working groups
- Collaborates

***A person who builds networks is someone who does not...***

- Try to do everything themselves
- Create division/s