

## SALTBUSH AT A GLANCE

Saltbush Social Enterprises (**Saltbush**) is a not-for-profit NT organisation that was developed in response to the critical need for grassroots opportunities that create prosperity parity for marginalised Territorians.

To learn more, visit [www.saltbushnt.org.au](http://www.saltbushnt.org.au)

<b>Job Title</b>	Senior Mentor
<b>Saltbush Division</b>	Back on Track
<b>Location</b>	Tennant Creek
<b>Employment Type</b>	Permanent, Full time
<b>Reports to</b>	Back on Track Program Manager
<b>Hours of Work</b>	Normal business hours and such further additional hours as reasonably necessary including some out of hours flexibility.
<b>Travel</b>	Some regional and remote travel may be required as part of this role.
<b>Compliance Requirements</b>	National Police Clearance, NT Working with Children (OCHRE) Card, NT Drivers Licence, Current First Aid

## PRIMARY PURPOSE OF POSITION

As a Senior Mentor, you will provide professional case management services in the delivery of Saltbush contracted elements of the Northern Territory Government, Territory Families' Back on Track Program.

You will be part of a passionate and caring team of mentor and mentor-support practitioners providing multi-faceted strength-based programs for young people at-risk.

You will strive to ensure positive support for youth engaging in behaviours that place them at significant risk of physical and emotional harm and behaviours that may affect community safety.

## KEY DUTIES & RESPONSIBILITIES

To ensure success in your role as Senior Mentor, you will:

- Provide exemplary and outcome focused mentoring to participants.
- Lead, mentor and develop Indigenous trainees.
- Liaise with program partners and participate in the case management of participants and their families through the provision of 1:1 intensive mentoring support.
- Keep appropriate records and data in secure, confidential manner.
- Ensure participation in regular clinical supervision with the program manager.
- Provide administrative and functional support to the program manager as required.
- Prepare reports as required in a timely manner for case conferences and reviews.
- Participate in case conferences and reviews as required.
- Manage discretionary budget for each young person.
- Manage positive, professional and progressive relationships with all stakeholders with a focus on seamless service and support for the young person.
- Undertake further training and professional development as required for the role.
- Provide 1:1 logistical and practical support to each young person.

## ESSENTIAL SELECTION CRITERIA

- Proven ability in establishing, maintaining, leading and coordinating diverse, stakeholder networks in remote locations.
- Previous experience working in a culturally diverse business environment, demonstrating empathy and determination with the delivery of services.
- Proven excellent interpersonal skills with a flexible, responsive and customer service approach including demonstrated ability in working with at-risk Indigenous young people.
- Proven ability and drive in understanding barriers and working with disadvantaged Indigenous young people and their families to lead progressive transition empowering young people and family to make positive life changes.
- Highly developed computer skills including proficiency in Microsoft Word, Excel, use email, intranets and source information via internet.
- Demonstrated ability to prioritise and meet timelines.
- High level organisational skills and self-motivation with the ability to take initiative when working alone and ability to interact and work in a team.
- Ability to maintain confidentiality and implementation of risk management process.





## HIGHLY DESIRABLE CRITERIA

- Certificate IV in Child, Youth and Family Intervention or similar.

# THE SALT BUSH CAPABILITY FRAMEWORK

The Saltbush Social Enterprises' Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance with our organisation. Our Capability Framework builds on our values and creates a common sense of purpose for all levels of the workforce.

Below is the full list of capabilities and the level required for this position.

CAPABILITY GROUP	CAPABILITY NAME	LEVEL
 Personal Attributes	Achievement Focus	Advanced
	Thoroughness	Advanced
	Manages Self	Advanced
	Teamwork and Leadership	Advanced
 Relationships	Building Relationships	Advanced
	Collaboration	Advanced
	Communicating for Results	Advanced
	Leading the Organisation	Intermediate
 Results	Analytical Thinking	Intermediate
	Organisational Alignment	Advanced
	Initiative	Skilled
	Problem Solving	Skilled
 Resources	Business Knowledge	Skilled
	Strategic Thinking	Skilled
	Finance	Intermediate
	Project Management	Skilled
	Procurement and Contracts	Skilled
	Human Resources	Skilled



**FOUNDATIONAL**



**INTERMEDIATE**



**SKILLED**



**ADVANCED**



**EXPERT**