

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

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

PRIMARY PURPOSE OF POSITION

As a Mentor, you will assist with the successful implementation and delivery of Saltbush contracted elements of the Northern Territory Government, Territory Families Back on Track Program.

The program focus is on the delivery of multi-faceted strengths-based programs for young at-risk Indigenous people aged between 8 and 17 years of age who are engaging in behaviours that place them at significant risk of physical and emotional harm and behaviours that may affect community safety.

You will undertake a variety of activities in providing support to participants and the Senior Mentor thereby contributing to the effective delivery of Saltbush programs.

KEY DUTIES & RESPONSIBILITIES

To ensure success in your role as a Mentor, Tennant Creek, you will:

- Assist and participate in daily workplace activities as directed by Senior Mentor.
- Provide outcome focussed mentoring to participants.
- Observe and learn from the Senior Mentor and other stakeholders.
- Inform the Senior Mentor of any relevant information in relation to participants.
- Keep appropriate records and data in a secure and confidential manner.
- Maintain vehicles and office space in a clean, tidy and welcoming manner.
- Undertake further training and professional development as required by the role.
- 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.

ESSENTIAL SELECTION CRITERIA

- Previous experience in engaging with Indigenous youth or the ability to quickly acquire the skills.
- An understanding of the challenges and barriers facing local disadvantaged young Indigenous people and their families.
- A commitment to be part of our change movement in working with Indigenous participants, their families and Saltbush management.
- A commitment to working in a culturally diverse business environment, demonstrating empathy and determination with the delivery of services.
- An ability in establishing and maintaining stakeholder networks.
- Effective interpersonal skills with a flexible, responsive and customer service approach including demonstrated ability in working with at-risk Indigenous young people.
- Basic Microsoft Word skills and the ability to competently use email, intranets and source information via internet.
- Ability to maintain confidentiality of participant and other information.





HIGHLY DESIRABLE CRITERIA

- Previous experience in a similar role.

THE SALTBUSH 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
 <p>Personal Attributes</p>	Achievement Focus	Intermediate
	Thoroughness	Foundational
	Manages Self	Intermediate
	Teamwork and Leadership	Intermediate
 <p>Relationships</p>	Building Relationships	Foundational
	Collaboration	Foundational
	Communicating for Results	Intermediate
	Leading the Organisation	Foundational
 <p>Results</p>	Analytical Thinking	Foundational
	Organisational Alignment	Intermediate
	Initiative	Intermediate
	Problem Solving	Foundational
 <p>Resources</p>	Business Process Knowledge	Foundational
	Strategic Thinking	Foundational
	Finance	Foundational
	Project Management	Foundational
	Procurement and Contracts	Foundational
	Human Resources	Foundational



FOUNDATIONAL



INTERMEDIATE



SKILLED



ADVANCED



EXPERT