

## **IDV Volunteer Position details**

Name of the volunteer position: **IDV Mentorship program**

Location/address of this position including postcode: **88 McNamara Street, Macleod, Vic, 3085: The mentorship may also take place at other sites in the North East Melbourne Area**

### **Position description:**

Our 'Step by Step' youth program is designed to provide opportunities for young adults (aged 18 – 25 years) with an intellectual disability (IDV participants) to explore and experience work placements in a variety of settings, undertake independent living skills training and where appropriate, TAFE courses to gain the knowledge and skills that will assist them in taking the '**next step**' towards achieving their personal goals, and furthering their capacity to be the best they can be!

A number of our participants wish to develop skills which will assist them to achieve their long term goal of attaining voluntary placement and or paid employment within the wider community.

All participants that are involved in volunteer work have had the appropriate training and are workplace ready; however some may feel quite anxious settling in as it is something new to them. That is where you would come in!! Being able to spend some time buddying up with participants as they undertake the first few weeks or months of their placement.

We are looking for individuals who have a passion for working with and supporting young individuals as they leave school and take the first steps in their transition to adult life, and can act as a friend and mentor along the journey. Training and support will be provided, and no previous experience is necessary..

The mentorship would be part of the transition phase, with the ultimate goal of having the individual work independently once they felt comfortable within the role they have been given. As a mentor you would work closely with the 'Step by Step' coordinator to ensure the placement is running smoothly, as well as discussing progress with the participant, and phasing out the mentorship so they are eventually working independently.

### **Short description:**

We are looking for individuals to befriend and mentor 18 – 25 year old adults with an intellectual disability in the workplace.

### **Support would include:**

- Befriend your mentee and help make the experience an enjoyable one
- Provide guidance and support to your mentee based on their individual needs.
- Provide emotional support and role modelling.
- Give advice and guidance.
- Share ideas and give feedback to your mentee.
- Explain rules for success within the environment/workplace of their choice.
- Give feedback of mentee's progress to IDV.

### **What are the requirements of the role? (Qualifications, experience, skills):**

A positive and enthusiastic attitude, no other previous experience / qualifications required

Working with children check required? YES / **NO**  
 Police check required? **YES** / NO  
 Payable by: **AGENCY**/ VOLUNTEER  
 Heavy lifting needed? YES / **NO**  
 Driver's licence needed? (C class) **YES** / NO: **Preferred, not mandatory**  
 Medical check required? YES / **NO**

**Is there any reimbursement for expenses incurred?**

*Yes, depending on the role reimbursement can be provided for petrol allowance, lunch/tea/coffee etc..*

**What training is available for this position?**

Full training will be provided in order for the Mentor to be able to fulfil their role

**How many volunteers does this position require?**

Several, there are several ongoing placements at any one time

**What is the age range for this position?**

18 years +: Any person 18 or over will be considered

**What public transport is available?**

Drivers Licence preferred, however there is a train line behind our site (Macleod Station), and public transport access to the various placements

Position available			
	AM	PM	Evening
Monday	X	X	
Tuesday	X	X	
Wednesday	X	X	
Thursday	X	X	
Friday	X	X	
Saturday	X	X	
Sunday	X	X	