EXPRESSION OF INTEREST
PEER MENTOR ROLE – SBH QLD EMPLOYMENT CAPACITY PROGRAM

Exciting News!!
SBH Queensland has received a 12-month NDIA grant to increase employment capacity for adults living with spina bifida and hydrocephalus in South East, Regional and Rural Queensland.

In recognition of the many difficulties people face in gaining and maintaining employment, this program provides the opportunity to assist people with work experience and work-related skills. SBH Queensland has partnered with Professional Services Collective (PSC) to improve employability skills.

The Volunteer Work Experience (VWE) program will provide opportunities for:

- **Paid Peer Mentor roles**
  - Opportunities for six SEQ and two Regional Queensland people from the SBH QLD community to be employed as peer mentors
  - Peer Mentors are employed for 20 hours per week, for the project duration
  - Peer Mentor support volunteers throughout the entire VWE program, working beside volunteers to help achieve their goals.

- **Volunteer Roles**
  - Up to 96 volunteer opportunities to participate in a 6-week volunteer work experience (VWE) program
  - Designed to increase employment capacity and skills
  - The VWE will have rolling 6-week blocks. This means there will be an opportunity for you to be involved either now or in the future. This will enable the opportunity to work with your other commitments

The SBH ASSIST team and the PSC team will be supported by an SBH Queensland project support officer who will oversee the program in the PSC’s office. The PSC office is within the same building as SBH Queensland in Yeerongpilly.

What does Peer Mentoring involve?

- Mentoring volunteer participants through rolling Six Week blocks.
- 20 Hours per week - 15 hours (2 days) per week supporting participants and 5 hours flexible engagement
- Supporting volunteer participants participate in computer skills, work task training, resumes, interview skills, employer introductions and ongoing post-placement support

**Applications for Peer Mentors close 5 pm Wednesday 13th November 2019**

To apply, view Peer Mentor Position Description (see other side)

**For further information, please contact:** Angela (07) 3844 4600 / atincknell@sbhqueensland.org.au
Carey (07) 3844 4600 / cheffler@sbhqueensland.org.au
**POSITION DESCRIPTION**

**EMPLOYMENT PROGRAM – PEER MENTOR**

**Position title**: Peer Mentor

**Principal Function**: To support peers participating in SBH QLD ILC Employment Capacity project. This will involve support to people with spina bifida and hydrocephalus as they participate in the volunteer work experience program. The role will support participants as they seek to integrate learnings from the volunteer work experience program into their employment seeking strategies.

**Key Elements:**
- 6 x SEQ Peer Mentor Roles available – 20 hours per week
  - 15 hours (2 days) in person per week / 5 hours flexible/remote engagement
- 2 x Regional Peer Mentor Roles available – 20 hours per week
  - 15 hours (2 days) remote participation / 5 hours flexible engagement

**Key Responsibilities**:
1. Provide support to participants as they engage in the volunteer work experience program and to integrate learning from the program to individual employment seeking. This support to be provided through the following avenues:
   - acting as a coach and mentor
   - sharing and discussing common experiences
   - promoting appropriate workplace conduct and communication skills
   - assisting participants in goal setting and workload management planning
2. Work collaboratively with other peer support workers, the project support officer, SBH QLD staff and PSC staff to facilitate optimal outcomes for volunteer participants
3. Promote the implementation of reasonable adjustments to workplace tasks and workplace environment according to the individual needs of the volunteer participants, with guidance from SBH QLD therapy staff and the Project Support Officer
4. Provide feedback to SBH QLD and PSC staff regarding any difficulties or barriers faced by participants
5. Contribution to the development of spina bifida and hydrocephalus specific resources for employers

**Selection Criteria**:
1. Capacity to relate to participants from a lived experience of spina bifida and hydrocephalus
2. Capacity to provide coaching and mentoring in an employment context
3. Ability to establish relationships and maintain appropriate mentorship boundaries with participants
4. A demonstrated ability to be self-motivated and to work independently and flexibly.
5. Demonstrated ability to work cooperatively in a team environment with skills in problem-solving, and giving and receiving feedback.

**Applications Close 5 pm Wednesday 13th November 2019**

To apply,
- Please submit your cover letter and resume to assist@sbhqueensland.org.au
- Within your cover letter, please answer the above ‘Section Criteria’ to demonstrate why you would be a great mentor

For further information, contact details are on the reverse side.