**JOB DESCRIPTION – YOUTH MENTOR**

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| **Job Title** | Youth Mentor  |
| **Function**  | The main focus of the work is to develop and implement interventions for young people (15-24) in need of employability support, who have; A diagnosis of ASD, A mental health condition, A learning disability or Hidden disability. |
| **Roles and responsibilities of the employee** | **Responsible for the provision of high quality, person-centered Youth Mentoring Service, the Youth Mentor / Coach will:****Person Centered Approaches:*** Establish a rapport with the young person and develop a positive working relationship.
* Work with the Ability Project Occupational Therapy service in supporting the young person’s progression plan.
* Ensure that the service user is an active participant in all phases of their engagement with the Ability project.
* Design, deliver, record and review: 1 to 1 sessions with the young person and other stakeholders that focus on the individual’s, aspirations, experiences, abilities, skills and overcoming potential obstacles.
* Plan, implement and review formal and informal employability programmes / activities with young people based on the assessment of their individual needs.
* Work with young people using a variety of methods, including group work, individual work, holiday provision, residential and family work.
* Act as an advocate for the young person where necessary.

**Progression:*** Liaise effectively with families and other statutory, community and voluntary bodies to improve outcomes for participants.
* Link with other LYS services to best meet the needs of young people and facilitate their progression.
* Identify education, training or employment opportunities with and for young people.
* Develop tools to support young people to engage successfully in work preparation initiatives (e.g. instructional guides).
* Provide / create relevant supports to the young person, employer, supervisor, co-workers in undertaking work preparation initiatives.
* Market the Ability project and service user abilities to education, training organizations, and to employers.

**Review:*** Initiate, attend and contribute to reviews as required.
* Liaise with other Ability staff periodically or as needed.

**Administration / Record keeping:*** Keep up-to-date statistics and other records / reports as required, to include monthly, 6 monthly, annual plan and report.
* Document to the Project Coordinator any unmet needs of young people within the service.
* Attend team meetings and other organisational fora as required.
* Contribute to the planning and development of the Ability Project and participate in service improvements.
* Participate in the establishment and maintenance of standards for quality improvement and adhere to existing standards and policies
* Assist in the organisation, maintenance and / or ordering of equipment and materials used in assessment and interventions.
* Carry out any other reasonable duties & responsibilities deemed necessary by LYS or project committee.

**Practice:*** Develop best practice & maintain professional boundaries.
* Engage in support / supervision and participate in performance review.
* Represent the project in a professional manner at all times and maintain high standards by adhering to policies and procedures.
* Maintain confidentiality at all times.
* Complete incident & accident reports as necessary.
* Ensure that activities, work and leisure areas are safe & secure to carry out duties.

**Education / Training:*** Participate in mandatory training programmes.
* Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, promoting and contributing to research etc. as agreed with the Project Coordinator.
* Participate in the practice education of students on placement.

**Person Specification** * An innovative approach to reaching solutions and solving problems
* Ability to work as an effective team member.
* Advanced verbal and written communication skills and the ability to present effectively.
* Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals.
* Excellent negotiating skills.
* An innovative approach to reaching solutions and solving problems
* Ability to use independent judgement and to manage and  impart confidential information.
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| **Please note:** | The duties as outlined above are indicative of the main activities to be undertaken. They are not intended to be exhaustive.  However, they may be subject to reasonable change in line with the future direction and changing needs of the organisation. None of these duties will be outside the capability of the worker. |
| **Location** | Limerick City |
| **Working Hours**  | 35 hours per week. The youth work mentor will work a minimum of thirty-five hours per week in a flexible manner that may include evenings and other times, in accordance with the service needs. |
| **Salary** | The salary associated with the post is €30,000  |