

Position title	Home Help Mentor
Award	Pay Guide - Gardening and Landscaping Services Award
Classification	Gardening and Landscaping Services level 5
Hourly payrate	Above award - \$29.50 per hour
Hours per week	24-38 hours per week (Negotiable)
Reports to	Social Enterprise Development Manager
Position holder	Vacant

Home Help Mentor

The Home Help Mentor role is dedicated to providing essential asset maintenance services, including gardening, cleaning, and home maintenance, to support people with disabilities and older adults in maintaining their independence. This role is crucial in enabling participants to live comfortably and safely in their own homes, fostering their autonomy and well-being.

As a Home Help Mentor, you will train, mentor, and supervise Home Help Workers and learning participants, ensuring they acquire the skills necessary to deliver high-quality maintenance services. Your guidance will be key in empowering individuals to contribute meaningfully to the community, particularly those facing barriers to employment and social inclusion.

The Home Help Mentor will:

- Train, mentor, supervise and support Home Help Workers and learning participants to provide asset maintenance services including gardening, cleaning and home maintenance.
- Support learning participants to achieve their learning goals.
- Provide support to participants, volunteers, and trainers.
- Undertake cleaning, gardening, and home maintenance.
- Facilitate appropriate training to upskill participants and volunteers in line with roles.
- Contribute to the organisational continuous improvement plan.
- Identify and assist in the solution to any communication and workflow problems observed by suggesting improvements and enhancements to existing systems and processes in accordance with Centre for Participation procedures.
- Undertake other duties and functions as directed, commensurate with current level of skills and classification.

Key Selection Criteria

Essential

- Ability to mentor, support and train learning participants and volunteers.

- Excellent verbal and written communication skills including effective listening and clear interpretation.
- Reasonable computer and word processing skills with proficiency in Microsoft Word and Excel.
- Ability to work with minimal supervision and demonstrate high levels of initiative.
- Demonstrated ability to work effectively as a part of a team and with a diverse range of people and personalities.
- Effective time management and organisational skills with demonstrated reliability to determine priorities and meet deadlines.
- A current Victorian motor vehicle licence.

Desirable

- Experience training, mentoring and supporting work experience participants.
- Experience working with people from culturally and linguistically diverse backgrounds and/or people with additional need.
- Demonstrated networking and communication skills with the ability to develop effective partnership.
- Certificate II in Local Government (Operational Works) (LGA20204) and/or Certificate II in Cleaning (CPP20617).
- At least 3 years' experience in related field.
- ChemCert Certificate.

Personal attributes

- Confident communicator.
- Excellent customer service.
- Patient and even tempered.
- Self-disciplined.
- Ethical and honest.
- Determined and positive.

Conditions of employment

- All terms and conditions of employment are in accordance with the Social, Community, Home Care and Disability Services Industry Award and the National Employment Standards.
- The employee agrees to abide by all health and safety rules and requirements, policies and procedures of the employer that may be amended from time to time.
- This appointment is subject to Police check, Working with Children Check and NDIS Worker Screening Check.

Chief Executive Officer review and approval:

I have reviewed and approve the above position description

Signature: _____ Date: / /
Robbie Millar - Chief Executive Officer

Employee statement

I have read, understand and agree to the above position description

Name:

Signature: _____ Date: / /