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## YOTES ONLINE PEER MENTOR

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**MARCH 2023**

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### POSITION SUMMARY

Location:	Victoria (Remote)		
Functional area:	Strategy, Policy & Communications		
Classification/ Salary:	SCHADS Level 2 + 10.5% super + access to \$15,900 NFP salary packaging		
Job level:	1		
Reports to:	Career Projects Innovation Lead		
Employment type:	Part time (0.6 FTE)		
Employment length:	10-month contract		
Direct reports	0	Indirect reports	No

### POSITION PURPOSE STATEMENT

The Online Peer Mentor is responsible for the delivery of digital peer support to secondary school students on an online career support platform, the Youth Online Training and Employment System (YOTES). Online peer mentors are committed, passionate young people who have personal experience of the challenges transitioning from school to work and/or training or further education. Online peer mentors support students online by sharing their own vocational experiences to guide conversations and help problem solve the challenges young people face at school and when planning their next steps. The online peer mentor will support students aged 12-20 years attending specialist independent secondary schools in regional Victoria.

Online peer mentors will receive training and ongoing support and supervision from the YOTES project team and will work closely with the YOTES Project Coordinator and school staff to support students on the YOTES platform.

#### **What is YOTES?**

YOTES is an online careers platform for students at regional specialist independent schools in Victoria. It helps students work towards their career goals, receive personalised career advice, and connect with other students safely. YOTES includes self-paced interactive career content, a community of young people, and access to online career practitioners and peer mentors.

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### REVOLUTION IN MIND

YOTES has been trialled in a youth mental health setting revealing positive outcomes when combined effectively with existing face-to-face supports. RACV has supported Orygen to adapt YOTES to enhance in-person career support in regional schools.

## POSITION FOCUS

	Key responsibility area
1	YOTES engagement with students
2	YOTES Coordination
3	Operational

## POSITION KEY RESPONSIBILITY AREAS

### 1. YOTES engagement with students

- Providing online peer support to secondary school students by sharing their own experiences of transitioning from school to work, training or further education.
- Actively engaging students and promoting YOTES in schools.
- Being clear with YOTES users about the boundaries of their role as a peer mentor.
- Modelling appropriate usage of the platform to set the norms for appropriate behaviour online.

### 2. YOTES Coordination

- Developing and writing relevant and engaging authentic skills-based posts to populate YOTES social networks.
- Working with the YOTES Coordinator to provide advice, information and encouragement to students about future planning.
- Collaborating with YOTES Coordinator and school staff to ensure tailored support and the safety of students online and maintaining file notes and reporting.
- Following safety and confidentiality guidelines both personally and for any YOTES users. Informing YOTES Project Team about any risk issues and concerns related to YOTES users.

### 3. Operational

- Sharing user feedback with the YOTES project team.
- Actively participating in team meetings and individual supervision sessions with their peer work supervisor.
- Contributing to user experience (UX) aspects of the platform by attending I workshops, reporting bugs and making suggestions for how the platform can be improved and made more relevant to young people who access YOTES.
- Complying with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.
- Any other duties as reasonably requested by the Career Projects Innovation Lead.

## EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> <li>• Aged between 18 and 30 years for the duration of their employment term.</li> <li>• Recently transitioned from independent secondary school to work, training or further education allowing for an in-depth understanding (and lived experience) of the challenges facing young people in the lead up to these transitions.</li> </ul>
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## EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"><li>• Good computer skills including knowledge of Microsoft Word and Outlook as well as familiarity with online social networking platforms.</li><li>• Knowledge of specialist independent secondary schools and support services for young people</li></ul>
Personal attributes	<ul style="list-style-type: none"><li>• Passion, energy and determination to make a difference to the work, study and health outcomes of young people.</li><li>• Willingness and ability to communicate an attitude of hope and optimism or validation to young people using their lived experience.</li><li>• Capacity to problem solve, engage with and work creatively in partnership with young people.</li><li>• Ability to work effectively independently and in a team composed of other young people, clinical and non-clinical staff.</li><li>• Excellent time management skills.</li></ul>

## KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"><li>• Orygen Internal Stakeholders</li></ul>
External	<ul style="list-style-type: none"><li>• Secondary students and staff</li></ul>

## SPECIAL REQUIREMENTS

<ul style="list-style-type: none"><li>• Unrestricted right to live and work in Australia.</li><li>• A current National Police Check will be required.</li><li>• Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.</li><li>• Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement.</li><li>• You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.</li><li>• A current Victorian driver's licence.</li><li>• In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.</li><li>• Occasional out of hours, evening and/or weekend work may be required.</li></ul>
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## ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]