

Volunteer Position Description

2 Dixon St, Clayton 3168
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Position Title

Volunteer Jobsearch Mentor

Position reports to:

Fostering Integration Project Officer

Day of the week

Various

Hours per week

1-2

Duration of Contract

3 months

Please note that we require a minimum commitment of six months. We are unable to provide any references if this condition has not been met. Thank you for your understanding.

Organisational Context

Dixon House is a neighbourhood centre that has serviced the Clayton and surrounding areas for over 25 years. Dixon House offers a range of educational, recreational, social, and welfare based programs to support the local community. Run by a handful of part-time staff and an army of faithful volunteers, Dixon House is a bustling hub of activity accessed by hundreds of participants every year.

Position Objective

Provide one-to-one mentoring, coaching and assistance to help one or two migrant job-seekers apply for employment, improve their interview skills and increase their chances of successfully obtaining a job. You will only be required to support the mentee/s through meeting with them regularly at Dixon House.

Section One

Key Responsibilities

Meet regularly at Dixon House with one or two migrant job-seekers who are participating in our employment support program

Form a good rapport with the mentee/s and ascertain which areas they need most support in as they seek employment

Assist mentee/s to apply the learnings in the training sessions and peer support program, to their own personal situation

Motivate mentee/s to overcome challenges and work through barriers they may feel scared or uncomfortable about. Encourage them to share their experiences in the peer support group

Support mentees as they go through the process of looking for jobs, applying, attending interviews and any other steps involved

Celebrate successes with mentees, even small successes

Help mentees to identify their own strengths and skills, including from previous studies and employment

in their country of origin if applicable

Share your own advice and tips about job-seeking based on your own career experiences.

Help mentee/s gain an increased understanding of Australian workplace culture and the Australian employment system.

Report to the Fostering Integration Project Officer any issues or concerns you may have, and any feedback from the mentee/s

Optional: Give a presentation to the peer support group about the advice you would give to migrant job-seekers, or a specific topic based on your career experience

Optional: Facilitate small group discussions during some of the peer support group sessions, so that participants can break away from the large group, and have more meaningful discussions together

Section Two

Selection Criteria

Experience or interest in the community sector

Fluent in spoken and written English

Good interpersonal and communication skills

Ability to be discreet and maintain confidentiality as required

Significant experience in Australian job/s

An understanding of and empathy with people from diverse and cultural backgrounds.

A non-judgemental attitude.

Section Three

Benefits

Impact the lives of others

Build real connections in the community

An experienced employment consultant is available to provide coaching to any of the volunteer mentors who wish to access it. This can cover diverse areas, such as: (i) jobsearch skills and knowledge; (ii) motivational skills; or (iii) understanding the common mindsets of migrant job-seekers.

How to Apply

If this position interests you, please go to dixonhouse.org.au/volunteer.html and fill in an application form.

For enquiries please call us or email:
fostering@dixonhouse.org.au