Job Outcomes Description: Mentor, I CAN Network Ltd

Purpose of Mentor, I CAN Network Ltd

I CAN Network's Mentors operate under general guidance and assist Program Facilitators with the delivery of mentoring programs - whether in a school/ community setting or online. This involves mentoring Autistic young people and planning/ running activities during group mentoring sessions with the support of a Program Facilitator. I CAN Network Mentors are people with an 'I CAN' attitude and a connection/ passion for the strengths of Autistic/ neurodiverse people.

I CAN Network Mentors need to be able to work in a highly flexible organisation which is rapidly building the required systems to be able to support a diverse range of individuals and communities across Australia. Mentors will assist a Program Facilitator with the delivery of group activities in a face-to-face or online mentoring program and will report directly to an I CAN Manager. Mentoring sessions occur on either a weekly or fortnightly basis and the Program Facilitator will allocate tasks for the Mentor to complete within the process of planning, setting up, rehearsing, delivering and debriefing group mentoring sessions.

Mentors need to have basic oral and written communication skills, need to be confident in their ability to be positive about Autism, and relate to the experiences of/ and encourage Autistic students. Successful applicants need to have good flexible availability for mentoring engagements throughout the week.

All applicants must have the ability to gain a Working With Children Check ('WWCC') or state equivalent in submitting an application. If they are accepted for the role, they must apply for and obtain an 'Employee' WWCC (or state equivalent) in order to commence work.

<table>
<tr><th colspan="2">Key position information</th><th>Date updated: 16 May 2025</th></tr>
<tr><td colspan="2">Title: Mentor, I CAN Network Ltd</td><td>Position reports to: Customer Service Manager/ National Online Mentoring Manager

Next-up Manager: Deputy CEO</td></tr>
<tr><th>Primary purpose of position</th><th>Interests</th><th>Capabilities</th></tr>
<tr><td>I CAN Network's Mentors operate under general guidance and assist Program Facilitators with the delivery of mentoring programs - whether in a school/ community setting or online. This involves mentoring Autistic young people and planning/ running activities during group mentoring sessions with the support of a Program Facilitator.</td><td>● Passion for supporting youth
● Passion for supporting Autistics and their talents
● Belief in I CAN Network's Values</td><td>From I CAN Capability & Contribution Framework:
● Awareness of child safety obligations/capacity to carry duty of care.
● Self-awareness.
● Emerging public speaking
● Other-centredness.
● Openness to understanding autism.
● Emerging organisational skills
● Ability to interact with stakeholders.
● Ability to work under direct</td></tr>
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		supervision. • Capacity to understand processes behind mentoring.
Job Outcomes	**Key Performance Indicators**	**Targets**
1. Compliance with I CAN Ltd policies and procedures	• Holding a valid Working with Children Check and/or State equivalent (Employee version). • Strict adherence to I CAN Network Ltd policies and procedures, including *I CAN Ltd Code of Conduct* and *Child Protection/ Commitment to Child Safety Policy*. • Maintaining dialogue with the Regional Manager and/ or National Online Mentoring Manager on meeting child protection obligations	• Compliance with the policies of I CAN Network • Risks are known and effectively managed • Complete all online Training Modules as required of the position.
2. Assistance with the facilitation and reporting of group mentoring sessions	• Supporting the Program Facilitator with the adaptation of I CAN Network's prescribed mentoring modules to the diverse support requirements and strengths of assigned mentees. • Satisfying the Expectations of Delivering I CAN Mentoring, which can be summarised as follows: 1. 'Clocking on'/ setting up 2. Delivery and debrief 3. Planning and preparing 4. Processing and coaching • Raising potential conflicts or issues immediately with the Regional Manager or National Online Mentoring Manager • Supporting the Program Facilitator with providing updates/ short reports to parents as necessary • Where relevant, completing NDIS reporting notes before the next session	• Baseline and end-program data surveys are conducted across programs • Results of program data indicate greater than 75% student, teacher and parent appreciation of the program • Programs have accurate attendance data • Adhere to I CAN Network's dress code and maintain professional standards in all programs • Ensure high level and comprehensive notes are taken for each participant after every session attended
3. Delivery of speaking services	• Contributing, as required to the delivery and presentation of parent information sessions and professional development workshops which incorporate a trainee/ Mentor panel of speakers, based on the scheduling and delegation by the Regional Manager.	• Contributions as a speaker are delivered on time and to a high professional standard.
4. Working for I CAN Network Ltd	• Actively promoting I CAN Network Ltd and our purpose: *'To prove what Autistics CAN do'*.	

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	● Upholding I CAN Network's Values - *We are Positive, We Enable, We are Open, We are Gutsy, We build Networks, We value Integrity* ● Contributing to a great team culture	

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