

# Amaze

## Position Description

<b>Position Title:</b> Peer Mentor x 2	<b>Division:</b> Autism Peer Assist
<b>Reporting To:</b> Lead, Community Support	<b>Effective Date:</b> November 2021
<b>Hours:</b> 15.2 hours, set hours, by negotiation but with flexibility on which days	<b>Position type:</b> Fixed term (6 months), part-time
<b>Salary:</b> \$64-68k (pro rata) plus superannuation	<b>Location:</b> Work from home, with option to work from Victoria St, Richmond office

### Amaze Social Impact, Purpose and Strategic Directions

**Our Social Impact:** Amaze aims for a society that i) respects the dignity of every person on the autism spectrum and ii) offers each of them opportunities for meaningful participation and to make a valued contribution.

**Our Purpose:** We build awareness and understanding of autism. We develop community capacity by working with others to help them value and support people on the autism spectrum and their families.

**Outcomes to be achieved by 2040:** 1) Community awareness and understanding of autism in Victoria increases over time; 2) Attitudes and behaviours towards people on the autism spectrum by the Victorian community (government, private and social sectors) improves over time; 3) Opportunities for meaningful participation and a valued contribution increase for people on the autism spectrum.

#### Strategic Activities:

*Build awareness and increase understanding of autism* through media activity to promote facts and dispel myths, World Autism Awareness Day, provision of information and resources.

*Advocate for positive change* through quality, evidence based advice to governments and other organisations on critical issues for autistic people including early identification and assessment, NDIS, education, employment, mental health, women & girls.

*Community engagement and capacity building* through consultation with the autism community, improving knowledge, skills and capability of individuals and private, public and social organisations.

Ref Amaze Strategic Plan 2018-2021



## Position Summary and Overall Scope

Autism Peer Assist is a free national 1:1 peer support pilot program, designed for primary carers of newly diagnosed autistic individuals with a focus on assisting families with complex needs.

The position of Peer Mentor will be to build mentoring relationships with participants of the pilot program and provide advice and support. Support will be provided by telephone or video link.

As a mentoring position, the occupant will be expected to share their personal experience and journey with program participants in order to establish rapport.

## KEY RESPONSIBILITIES

### Key responsibilities

1. Upon receipt of referral, contact program participants to establish a regular routine of mentoring meetings via telephone or video link
2. Providing mentoring, advice and support to program participants
3. Proactively populate Purecloud and Salesforce with participant information (such as minimum data set and case notes) consistent with current procedures and deadlines
4. Other tasks as required, aligned to skills, experience and role level

### Relationships – Internal and External

**Direct Reports:** None

**Other Internal:** Autism Connect Advisors

**External:** Program participants

### Key Selection Criteria

- Demonstrated experience in supporting carers of autistic children
- Lived experience of being a primary carer for someone with an autism diagnosis (required)
- Strong interpersonal skills including the ability to listen, ask insightful questions, empathise and respond with appropriate advice and referrals
- Self-management skills, ability to self-regulate and support own wellbeing while mentoring participants of the Autism Peer Assist program
- Excellent time management skills and ability to prioritise a moderate case load
- Demonstrated experience in use of technology and databases (desirable)

#### Other

- *National Police Check is required*
- *Working with Children check is required*
- *Pass Disability Worker Exclusion Scheme check*

***This role is currently conducted as work from home (WFH) with IT hardware provided.***

***Amaze is committed to improving employment opportunities for autistic people. We do this through advocating to the broader community and employing autistic people at Amaze. We provide support and adjustments through the recruitment process and throughout employment to the specific needs of autistic candidates and employees. Autistic people with the skills and experience outlined in the position description are encouraged to apply.***

