

Amaze Position Description

Position Title: Peer Mentor, Autism Peer Assist	Team: Community Development
Reporting To: Community Engagement Lead	Effective Date: February 2023
Hours: 0.4 full-time equivalent (FTE)	Position type: 12-month fixed term
Salary: \$70,000 (pro-rata) + superannuation + salary packaging	Location: Based on Peer Mentor location. Combination of remote and work from Victoria Street, Richmond
Vaccination requirement: As this position requires work from the Victoria Street office, the successful candidate is to demonstrate triple COVID-19 vaccination status	

About Amaze

Amaze is a leading autism organisation driving change so that Autistic people and their families can live their best lives.

For over 50 years Amaze has been supporting Autistic people and their families. Based in Victoria, Amaze has a national reach and is the home of Australia's national autism helpline – Autism Connect.

Amaze is here for all Autistic people of all ages and works together with the autism community and a broad range of supporters to create a more autism inclusive Australia.

As well as working to increase broader community understanding and acceptance of autism and providing high quality advice and support, we translate autism community experiences into broader policy needs.

A key focus for Amaze is to assist employers to be Autism Positive and create inclusive, sustainable support for autism employment.

Amaze's commitment to Autism Positive Employment

Amaze is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We stay true to our name by hiring 'Amazing' people from a wide variety of backgrounds. After all, we want to be as diverse as the communities we serve. Our inclusive culture helps us to be bold, open to difference, embrace curiosity, and spark positive change in ourselves and others.

Amaze is an **Autism Positive Employer**. We provide support and adjustments, starting with the recruitment process! We nurture an environment that is personally accountable, supportive, psychologically safe, inclusive, and high performing.



About the team

Autism Peer Assist is a free national 1:1 peer support program, designed for primary carers of Autistic children with a focus on assisting families with complex needs. Complex needs can refer to a single factor or a combination of multiple less-severe factors that may impact a carer's ability to cope with their given circumstance.

About the role

The position of Peer Mentor will be to build mentoring relationships and provide information and support with the primary carers of the program. This will be provided by telephone or Teams, with information also shared via email.

As a mentoring position, the occupant will be expected to share their personal experience and journey with primary carers to establish rapport. Peer Mentors will support them in their journey, as well as providing linkages with other community-based services if need be.

What you'll be doing

Peer Mentoring

- Upon receipt of referral, contact primary carers to establish acceptance into the program and to arrange meetings via telephone or Teams.
- At the initial meeting, conduct a pre-assessment and gather relevant history.
- Provide mentoring, information, and support to the primary carers.
- Assist with service navigation and links to community-based services as required.
- Liaise with other agencies, if required.
- Regularly maintain systems (e.g., Excel spreadsheet and Salesforce) with participant information (including minimum data set consistent with current procedures).
- Regularly liaise with the Community Engagement Lead and fellow Peer Mentors to manage referrals, and to continually refine and develop the program and its processes.
- Complete the post assessment in the last session for evaluation purposes.
- Attend Amaze staff meetings and trainings as required.

General

- The position will be based dependent on the location of the Peer Mentor. As such, remote work will be expected with the support of Amaze resources.
- Other tasks as required, aligned to skills, experience, and role level.
- Adherence to Amaze policies and procedure including the Amaze Code of Conduct.

What you'll need to succeed

KEY SELECTION CRITERIA

Qualifications and Experience

- Tertiary or vocational qualifications in a relevant field (e.g., Social Services, Community Services, Psychology) and/or equivalent demonstrated experience.
- Demonstrated experience in supporting carers of Autistic children and young people.
- Lived experience of being a primary carer for someone with an autism diagnosis.
- **Desirable.** Experience in a similar role with the Australian disability sector.
- **Desirable.** Skills and experience in mentoring others.
- **Desirable.** Knowledge of intersectionality, including LGBTQIA+, culturally and linguistically diverse (CALD), and Aboriginal and Torres Strait Islander communities.

Knowledge

- Knowledge of autism, including the various traits and potential co-existing conditions.
- Knowledge of how to access services and community networks.
- Autistic community focused with either knowledge of, or commitment to, developing respectful communications for autistic people and their families and carers.
- **Desirable.** Understanding and knowledge of the principles of mentoring, coaching, and peer support.

Capabilities

- Strong interpersonal skills including the ability to listen, ask insightful questions, empathise, and respond with appropriate information.
- Communicates effectively, listens sensitively, and adapt communication to the needs of the audience.
- Ability to be able to manage emotions whilst mentoring primary carers and be able to seek support if required.
- Excellent time management skills and ability to prioritise a moderate case load.
- Ability to work autonomously as well as part of a team, working to achieve effective, productive, and collaborative relationships across the organisation.
- The ability to logically plan, organise and prioritise work to meet timescales and competing deadlines.
- Monitors performance and progress against objectives, taking action to ensure deadlines and outcomes are achieved, and managing personal time and resources effectively.
- High level of maturity and personal integrity, with personal drive and determination to deliver work on time and to a high standard.
- Intermediate skills in the use of Microsoft Office, CRMs (preferably Salesforce), and the utilisation of digital technology or the ability to rapidly acquire the knowledge and understanding.

Inherent requirements of the role

Amaze provides reasonable adjustments to its employees and will accommodate individual needs where practicable. However, some aspects of the role are non-negotiable. For this role, candidates are required to be able to:

- Work in an open plan environment if working at the Victoria St Office.
- Complete sedentary desk work at a computer.
- Work collaboratively as part of a team.
- Communicate via phone, through video meetings, or in-person.
- Concentrate for extended periods of time, with support if required.
- Change tasks on request with little to no warning.

Other requirements

- A National Police Check and Working with Children Check is required.