



The Donaldson Trust

## **Job Description**

### **Skills Development Mentor**

<b>Responsible to:</b>	<b>Junx10n Team Manager/ Service Manager</b>
<b>Hours of Work:</b>	<b>35 hours per week FT or Supply</b>

#### **The Trust**

The Donaldson Trust is a longstanding provider of care and education to disadvantaged Children in Scotland. The Trust has delivered services to children since 1856 in Edinburgh and since 2007 in Linlithgow. Our staff team provide specialist services to children, young people and families in Scotland. We work in partnership with Scottish Government, local authorities, child care professionals, public services and business.

#### **Our Values**

Unity, Caring, Respect, Trust and Fun.

#### **JunX10n**

The JunX10n service was set up by the Donaldson Trust in October 2016, as a transitions support service for young people aged 14-25 with neuro-diversities. The service aims to enable young people to identify goals and ambitions for their future by improving their understanding of their own strengths and wellbeing needs and gaining opportunities to engage in activities that could lead to increased community engagement, further education opportunities, or employment.

#### **Job Purpose**

The Skills Development Mentor is responsible for providing support and mentoring young people who are neuro diverse to access the JunX10n Services. To support young people to identify individual goals and ambitions to develop their skills and strengths through sourcing and providing access to a variety of opportunities.

#### **Principle Duties & Responsibilities**

##### **Direct Support**

- To be a key point of contact for specific service users and their families.
- Communicate effectively with service users, their families, staff and other professionals/agencies.



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- In the role as mentor and key worker to specified service users attend and participate in Person Centred Planning Map and Path Review Sessions.
- Promote personalised and planned services based on individual service users' needs and identified outcomes.
- Complete and implement risk assessments in respect of service users.
- To plan and implement weekly schedules for service users that directly address goals set out in their individual person centred plans.
- To ensure that all required records, daily logs, risk assessments, plans etc., are completed in a timely manner.
- To manage petty cash transactions.
- Attend and participate in team meetings, training and supervision.

### **Person Centred Planning**

- A commitment to all aspects of Person Centred Planning (PCP) and its approaches. PCP is key to the work of the service and it involves supporting individual service users identifying what is important for and to them.
- Contributing to PCP MAP sessions. This will involve preparing service users and their families for sessions by supporting them to understand the process and/or gathering information and thoughts before the session.
- Contributing to PCP Path Review sessions.
- Ensure that the PCP and identified opportunities/activities are worked on with service users to support them achieve set outcomes/targets.
- Where appropriate Liaise with external partners and agencies in relation to PCP targets.
- Ensure the health wellbeing needs of all service users are considered throughout activities and skills development.

### **Service Delivery**

- Ensure that all required service user and workplace risk assessments are completed, implemented and reviewed.
- Ensure that all required records, daily logs, risk assessments, plans etc., are completed in a timely manner in line with service guidelines.
- Ensure professional and effective partnerships with external agencies.
- Demonstrate key skills in organising, prioritising own workload and managing multiple tasks.
- Ensure resources are used efficiently.

### **Relationships**

- To ensure a person centred and individual approach with every service user.



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- To consult with direct line manager regarding issues relating to service users, including child/adult protection.
- To consult with direct line manager regarding any practice or policy issues.
- To consult with colleagues and specialist onsite practitioners for support with any issues regarding specific service user conditions, traits, behaviours or concerns which will improve the service experience for the young person and develop your practice skills and knowledge.
- Be an ambassador for the trust, promoting its values of unity, caring, respect and trust.
- Commitment to effective partnership working with service users, families, colleagues and external partners.
- To ensure the highest standard of professionalism at all times

### **Policies, Procedures & Legislation**

- To comply fully with the Donaldson Trusts' policies and procedures, including but not limited to child protection, adult protection, GDPR, confidentiality, Health & Safety, ICT, HR, Equality & Diversity, and Financial.
- Commitment to professional development, including ensuring that all identified service specific training is completed.
- Adherence to national legislation and guidance in relation to your role.
- Ensure professional registrations are in place and kept up to date.

### **Organisational Support**

- To support and promote the Donaldson Trusts' principles, ethos and values.
- Attendance at training, meetings, in-service days etc., as required.
- To participate in and identify continuous improvement opportunities to enhance the quality of the services provided by the Donaldson Trust.

### **Confidentiality**

- Maintain confidentiality for all areas of the Donaldson Trust, its staff and its work.

### **Equal Opportunities – Equality & Diversity**

- The Donaldson Trust is committed to anti-discriminatory practices and as such has developed a number of policies to support this. It is therefore essential that all employees of the Donaldson Trust are committed to anti-discriminatory practice and the promotion and implementation of relevant Trust policies.

**This document provides a concise statement of the main tasks and activities of the role. It is not an exhaustive list of all duties.**



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## **PERSON SPECIFICATION**

### **Experience**

- A minimum of 2 years relevant experience working with young people with neurodiversities. (E)
- Experience of working in partnership with parents and external partner agencies/services. (E)
- Experience/knowledge of Person Centred Planning sessions, theory and implementation of approaches (D)

### **Education & Qualifications**

- SVQ Level 3 in Community Education, Youth Work, Childcare & Education or equivalent experience or the ability & commitment to complete SQV Level 3 Qualification identified by the Donaldson Trust within agreed timescales. (E)

### **Knowledge**

- Knowledge and understanding of neurodiversity. (D)
- A willingness to develop/further develop understanding of neurodiversity (E)
- Knowledge of relevant legislation and regulatory requirements. (E)
- An understanding of Health & Safety principles. (E)
- An understanding of the rights of the young people we support. (E)
- An understanding of professional responsibilities and boundaries. (E)
- A willingness to develop and learn practices and approaches adopted in the service (E)

### **Skills/Abilities (General)**

- A genuine passion and commitment to support young people. (E)
- Ability to work effectively with vulnerable groups and individuals (E)
- Effective communicator – verbal and written. (E)
- Ability to work collaboratively as part of a team. (E)
- Ability to work on own initiative. (E)
- Ability to be flexibly to the changing needs within the organisation (E)
- Organised. (E)
- Good IT skills. (E)

### **E – Essential D- Desirable**