

Job Title: Mentor

Persons Served	<ul style="list-style-type: none"> <li>• Adult Newcomers to Canada</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• Practice language</li> <li>• Establish social networks</li> <li>• Gain assistance with job search</li> </ul>
Outcomes	<ul style="list-style-type: none"> <li>• Sense of integration in Canadian culture</li> <li>• Increased social and professional connectedness</li> <li>• Increased participation in the wider community</li> <li>• Reduced feelings of isolation</li> </ul>
Activities & Tasks	<ul style="list-style-type: none"> <li>• Meeting with persons served in the community</li> <li>• Ongoing informal assessment of needs</li> <li>• Timely communication with Program Leader</li> </ul>
Outline of Responsibilities	<ul style="list-style-type: none"> <li>• Follow policies and procedures</li> <li>• Report issues, concerns or incidents to Program Leader and/or Volunteer Coordinator</li> </ul>
Schedule & Commitment	<ul style="list-style-type: none"> <li>• Meetings as needed, usually weekly</li> <li>• Time arranged mutually, usually one or two hours</li> <li>• Must meet at least three times</li> </ul>
Boundaries & Limitations	<p>While you are providing social support for the newcomer, you are not their</p> <ul style="list-style-type: none"> <li>• chauffeur</li> <li>• money-lender</li> <li>• paralegal or</li> <li>• doctor</li> </ul>
Skills, Experience and Qualifications Required	<ul style="list-style-type: none"> <li>• Respect for cultural diversity</li> <li>• Adequate command of English</li> </ul>

Personal Traits and Qualities Needed	<ul style="list-style-type: none"> <li>• Non-judgemental attitude</li> <li>• Ability to make others feel at ease</li> <li>• Good communication and interpersonal skills</li> </ul>
Orientation & Training Available	<ul style="list-style-type: none"> <li>• Orientation and training provided prior to placement or assignment, including handbook</li> <li>• Other training as needed or available</li> </ul>
Support, Supervision & Evaluation Provided	<ul style="list-style-type: none"> <li>• Reports directly to Program Leader and/or Volunteer Coordinator</li> <li>• Reports activities on a monthly basis on agency provided forms</li> <li>• Program Leader and/or Volunteer Coordinator follows up on a monthly basis at minimum</li> </ul>
Mandatory Activities	<ul style="list-style-type: none"> <li>• Orientation and training</li> <li>• Monthly reporting</li> <li>• Referring all issues, concerns or incidents to the Program Leader and/or Volunteer Coordinator</li> </ul>
Setting & Location	<ul style="list-style-type: none"> <li>• Meetings at SECC offices, or in other public spaces (i.e. restaurant, library, store, Tim Horton's etc.)</li> </ul>
Benefits to Volunteer	<ul style="list-style-type: none"> <li>• Learning about other cultures</li> <li>• Helping others in need in the community</li> <li>• Potential for reference if desired</li> </ul>
Screening Measures	<ul style="list-style-type: none"> <li>• Volunteer application</li> <li>• Interview</li> <li>• Police records check</li> <li>• Reference check</li> <li>• Supervision, monitoring &amp; evaluations</li> </ul>