

Title: Career Mentor

Summary: The mentor supports a mentee with employment preparedness and/or employment retention. He/she will **1)** support mentees to develop their employability skills through face-to-face meetings and emails; **2)** act as a positive role model by sharing workplace experiences and informational interviews; **3)** encourage mentees to reach their potential and grow in their career path choices.

Activities:

Provide information about Canadian workplace culture and occupational practices

Share local job market trends

Discuss professional credentials, education, and interview coaching

Provide opportunities to practice job specific language in conversation

Share knowledge of BC and Canadian culture

Assist mentee in solving work-related issues, identifying and removing barriers to employment that interfere with the mentees achieving employment and/or higher education success

Help make a positive difference in the mentee's employment goals

Give advice, support, and encouragement

Qualification & Skill Requirements:

Local work experience in a profession or trade

Ideally maintains links to professional organisations and business, trade, or other networks

A positive attitude toward his/her occupation and willingness to share expertise

Persistence to follow up issues and commitment to equal opportunities

An awareness and understanding of the day-to-day challenges experienced by newcomers

Strong familiarity with the local community and Canadian culture

Awareness of working with communities and organisations

Understanding of confidentiality and data protection

Keep accurate records of mentee interaction and progress as requested by SOICS employment staff

Able to carry out duties independently

Another language besides English is an asset

A criminal record check, Photo ID and minimum of two references are required

Schedule, Commitment & Location:

Minimum of 2 meetings/month with some flexibility

Anytime during the week

One-on-one meetings held in various locations

Location will be pre-arranged by the mentor and mentee, in conjunction with the Volunteer Coordinator.

Supervision and support provided by the Employment Facilitator

Discontinuing Services:

A mentor wishing to withdraw/discontinue volunteering is requested to provide advance notice of their departure and a reason for their decision to the Volunteer Coordinator. Reasons to withdraw/discontinue volunteering will be kept confidential.

Created: February 2017 | Revised: March 2017