

SHINE CHILDREN AND YOUTH SERVICES
Job Description of Professional Mentor



Job Title: Professional Mentor
Salary Grade: E4/ SW4
Qualification: Degree or Graduate Diploma in Early Childhood, Education, Psychology, Social Work or relevant field
Reports to: Head of Programme
Supervises: N.A

STAR is a pilot programme inspired and informed by “Friends of The Children” in USA to impact generational change through better educational and life outcomes to achieve social mobility. We provide children facing the most obstacles with a long-term, salaried, professional mentor, from kindergarten to secondary school, for 8 years, no matter what. Professional mentors will journey with the children to help them **Strive** towards their goals, equipping them with skills to **Thrive** as they grow up, being with them and supporting them to **Achieve** in life as they **Rise** above challenges.

Personnel Specification:

1. Ability to build positive relationship with children (age 6 years old and above)
2. Ability to work independently and as a team player
3. Good problem solving and critical thinking skills
4. Strong communication and interpersonal skills
5. Good self-management
6. Strengths focused

Key Responsibility Areas:

1. With each child,
 - Develop and sustain a long-term, caring, protective, and loving relationship
 - Conduct one-to-one coaching using STAR core assets as a guiding framework
 - Implement individualised goal-setting process to identify interests, strengths and needs of each child
 - Teach life skills and support each child to develop a talent/ skills/ area of interest
 - Coordinate and provide support for academics, enrichment and other pursuits
 - Conduct activities based on individualised goals/ interests
 - Advocate for child’s needs and responds to child’s and family’s crisis
2. With families and community partners,
 - Develop positive relationships with families, school personnels, and others involved in each child’s life
 - Partner with parents/ caregivers to provide concrete and social emotional support for the child
 - Communicate with parents/ caregivers and partners regularly to support each child to achieve his/her goal
 - Work with school personnel on each child’s strengths and needs
 - Collaborate and maintain positive relationship with community partners to render resources for each child
3. In working with groups of children/ families,
 - Design, plan and conduct fun and engaging group activities and outings for children
 - Attend to each child’s needs and goals in a group setting
 - Mobilise resources and engage in collaborative work with community partners
 - Participate in family events planned by Family Assets Manager
4. For administrative and other duties,
 - Perform documentation of work accurately and in a timely manner

- Communicate with Family Assets Manager on family related matters regularly
- Provide information and support to the development and executive team on related activities.
- Other duties as assigned

Additional Requirements:

- Willingness to commit for a minimum of 3 years
- Is a positive role model for children with positive beliefs and values
- 40-hour work schedule that includes early mornings, evenings and weekends, to better cater to the needs of the children and families
- Required to communicate with Malay speaking families. Knowledge of conversational Malay is needed.
- Required to participate in activities such as sports, outdoor play and arts with the children
- Required to undergo a background check by authorities prior to employment
- Two-years of experience working with children

Interested applicants may submit their resumes or any questions to scys_h01@shine.org.sg.