



**Mentoring  
Program  
Application Pack**

# Mentoring Program

## Application Pack

Thank you for your interest in becoming a mentor with Youth Focus. Please take the time to read through this application pack before completing the application form.

The role of a mentor is to support a young person (mentee) by being a positive role model and assisting them to develop and enhance skills in the following areas:

- Self-esteem;
- Trust;
- Communication;
- Relationships;
- Goal setting;
- Conflict resolution;
- Problem solving; and
- Life skills.

Youth Focus mentoring relationships are a 12-month commitment whereby mentors are required to meet with mentees a minimum of twice per month for between 1 and 3 hours, depending on the chosen activity.

## Checklist

- I have read and agree to the contents of this Application Pack.
- I have completed the Application Form included within this pack.
- I have had completed the written reference check as part of this application pack.





## **Youth Focus: who are we?**

The Youth Focus mission is to equip young people who experience mental health challenges to lead meaningful lives. It does this through the delivery of free and accessible professional counselling services to thousands of young people and their families each year.

In addition to its core service offering of face-to-face counselling, Youth Focus engages with communities to educate and build awareness about youth mental health issues and suicide prevention. As part of this engagement, the organisation delivers group-based therapy, mentoring, vocational support, outreach programs and education programs in schools, workplaces and communities across WA.

Youth Focus operates from eight metropolitan and regional offices and is the lead agency for four headspace centres.

## **What do we do?**

### **Youth Counselling**

Each year, Youth Focus supports more than 4,500 young people aged 12 to 25 with face-to-face and online counselling.

Clinicians work exclusively with the young person, or where appropriate, in collaboration with their family.

Youth Focus provides a friendly, confidential and professional service for young people who are in need of counselling and support. Our clinicians are trained professionals with the skills necessary to assist young people in identifying coping strategies to deal with issues associated with suicide, depression and self-harm.

Youth counselling appointments are free of charge and available at our offices or on an outreach basis – where clinicians meet with clients at their school or another location such as youth centres.





Clinicians will assist young people experiencing feelings such as:

- Feeling unhappy, moody or irritable a lot of the time;
- Feeling empty or numb;
- Losing interest and pleasure in activities that were once enjoyed;
- Change in appetite, eating habits or weight;
- Change in sleeping habit;
- Tiredness, lack of energy and motivation, difficulty concentrating;
- Feeling bad, worthless or guilty or being overly critical of oneself;
- Negative or 'down on yourself' thoughts;
- Thoughts of death or suicide;
- Periods of intense fear or anxiety; unwanted thoughts and fears;
- Uncontrollable and unrealistic worry about everyday situations; and
- Deliberate acts of self-harm or injury as a way of coping with difficult or painful feelings.

## **Mentoring with Youth Focus**

The Mentoring Program supports young people 12 to 25 years who are already engaged in counselling with Youth Focus.

The young person's clinician assesses the need for a mentor based on the young person's goals and interests. They then collaborate with the Mentoring Coordinator to match the young person with a mentor based on their interests, gender, location, and the mentor's ability to meet the needs of the young person.

The Mentoring Program at Youth Focus has been shown to be effective in supporting young people to meet their full potential and can encourage the development of resiliency. Additionally, the Mentoring Program has demonstrated numerous benefits to mentors in their own professional and personal development.

Mentors are carefully assessed and chosen to provide positive role modelling while assisting the young person to develop new and enhance existing skills.





At the heart of the Youth Focus Mentoring Program, lies an affirmation of being a collaborative and mutually beneficial partnership.

Mentoring with Youth Focus specifically involves a mentor over the age of 21 years being matched with a young person already engaged in counselling. This relationship lasts for a period of 12 months and mentor and young person see each other for regular social outings a minimum of twice per month for 1 to 3 hours.

### **Mentor Accountability**

Youth Focus is part of the Australian Youth Mentoring Network (AYMN), and currently collaborate with other youth mentoring organisations on the WA Youth Mentoring Network including:

- Department of Communities;
- Ed Connect;
- Raise Mentoring;
- Wadjuk Northside;
- The Smith Family;
- Leading Youth Forward;
- Ngala Midwest Gascoyne; and,
- Murdoch University.

The AYMN mission is to foster the growth and development of high-quality mentoring programs for young people in Australia by providing a national base of collaboration, support, guidance and expertise.

As a member of AYMN, Youth Focus's Mentoring Program has been developed in line with, and continues to meet, the standards of Australian Mentoring Benchmarks.





## Eligibility

Those enquiring about becoming a Youth Focus Mentor must meet the following eligibility requirements:

- Be at least 21 years of age;
- Be willing and able to apply for a National Police Clearance (less than 3 months old), Working With Children Check (current) and First Aid training to the satisfaction of the Mentoring Coordinator;
- Be willing to adhere to Youth Focus' policies and procedures;
- Be available to commence a mentoring relationship within 12 months of completing the Youth Focus Mentoring Training, and remain in the mentoring relationship for 12 months; and,
- Must not have a sibling, parent, spouse and/or family member currently employed with or accessing clinical services with Youth Focus.

## Mentoring Relationships

The process of being matched with a Youth Focus client begins with:

1. Clinician discusses the Mentoring Program with the young person, and collaboratively they refer the young person into the Mentoring Program;
2. Clinician submits the Client Referral Form to the Mentoring Coordinator; and
3. Mentoring Coordinator begins the matching process.

The matching process is conducted in consultation with the counsellor, and focuses on the needs of the young person as noted in their application. The process considers:

- The preferences and goals of the young person, mentor and their guardian (where appropriate);
- The mentor's experience, skills and expertise;
- Other shared interests between the young person and mentor;
- Similarity of personalities and temperaments between the young person and mentor;
- Gender or ethnicity, if these are important to the young person;
- Any special needs of the young person; and,
- Geographic closeness and compatibility of meeting times.



Once a mentor has been contacted by Mentoring Coordinator for a potential match, and has confirmed availability for the next 12 months:

- An initial match meeting is scheduled with the mentor, young person, clinician and Mentoring Coordinator;
- Facilitated by the Mentoring Coordinator, all parties are explained their roles and responsibilities and the young person and mentor agree to the commitments; and,
- In the initial match meeting, the first catch-up is scheduled.

Ongoing match support, including regular monitoring and feedback to manage risk and create opportunities to celebrate the relationship is integral to the success of mentoring relationships.

As a result:

- After each catch up, mentors are required to debrief within 48 hours to the Mentoring Coordinator with a brief update regarding what they did, how it went, and any concerns or questions they might have;
- Mentoring Coordinator manages individual four monthly reviews with the mentor and young person to provide a safe space for reflection, feedback and future planning; and,
- Mentoring Coordinator provides ongoing support to mentors via phone and/or email as necessary.

Youth Focus Mentoring Relationships are purposely planned to end after a period of 12 months. Occasionally due to unforeseen or extenuating circumstances, relationships may end sooner or be extended.

Where possible, a closure meeting is scheduled and facilitated by the Mentoring Coordinator with all involved parties to provide the mentor and young person with a chance to reflect and celebrate what has been gained through the mentoring relationship.

Youth Focus views the closure meeting to be as important as the initial match meeting, both to honour the achievement of completing their relationship, and to maintain clear boundaries within the Mentoring Program. The young person and mentor will not continue to be in contact with each other once the mentoring relationship has ended.





A mentoring relationship ending is a final opportunity to provide good modelling to the young person, being that endings to relationships are healthy and can be positive with warm reflections of the time together as opposed to negative attachment to the relationship ending.





## Personal Details

First Name					Last Name				
DOB					Gender				
What pronouns do you use?									
Email									
Phone									
Address									
Suburb			State			Postcode			
Communication Preference	Text Only	Email Only	Phone Call Only	ALL					

## Emergency Contact [must be over 18 years old]

Name								
Phone			Relationship to You					
Email								
Communication Preference	Text Only	Email Only	Phone Call Only	ALL				

## About You

Tell us about yourself; what are your hobbies, passions, and interests?

---

---

---

---

What do you do for work or study or what do you hope to do in the future?

---

---

---

---

Do you have disability/ medical conditions that may limit your ability to participate in certain activities?  
If yes, please provide details of what you will need for us to accommodate your needs.

---

---

---

---

How far (minutes) are you prepared to travel from your home address to meet a young person?

---

---

---

---

Tell us about your experience working with young people (aged 12 to 25), if any.

---

---

---

---

What is your COVID-19 vaccination status? Are you able to provide proof of this when requested?

---

---

## Applicant Signature

Signed

Date

---

## Written Reference

**Youth Focus is a Western Australian organisation working with young people 12 to 25 years of age, in prevention and early intervention of suicide, depression, anxiety and self-harm.** Mentors are carefully assessed and chosen to provide positive role modelling while assisting the young person to develop and enhance skills in areas such as self-esteem, communication, goal setting, social skills, trust, relationship building, conflict resolution and problem solving. When matched in a relationship, mentors commit to 12 months of meeting with their mentee on a fortnightly basis for between one and three hours, depending on their chosen activity.

## Referee Details

Name

---

Phone

Relationship to Applicant

---

Email

---

Communication Preference

Text Only

Email Only

Phone Call Only

ALL

Please describe the personal attributes of the applicant that you feel would be beneficial to them as a mentor to a young person aged 12 to 25 years.

---

---

---

---

---

---

---

---

What is the applicant's top two strengths and weaknesses?

---

---

---

---

---

---

---

---

## Written Reference

Please outline any considerations you feel might make it difficult for the applicant to support a young person aged 12 to 24 years

---

---

---

---

---

Do you believe the applicant is a trustworthy person? Please provide details.

---

---

---

---

---

Do you view the applicant as a suitable role model for young people? Please provide details.

---

---

---

---

---

## Referee Signature

Signed

Date

---

**Thank you for completing this written reference in support of the Mentoring Program applicant. Please note that a Mentoring Coordinator may be in contact with you in the coming weeks via your preferred method of contact.**



# Thank you

Please return this form to:

Mentoring Coordinator

Email: [mentoring@youthfocus.com.au](mailto:mentoring@youthfocus.com.au)

Phone: (08) 6266 4333