

Mentor scheme

When to use this procedure

Use this procedure as a guide to gaining consent of all parties involved and commencing mentor intervention.

Before using this procedure

First time using this procedure? See and understand:

- [Duty of care](#)
- [Mentor scheme policy and operational guidelines](#)
- [Legislation](#)
- [Mentor support](#)

Start using this procedure

Your responsibilities

Find your role. Find what you need to do.

Role	When required	Responsibilities
Juvenile Justice Officer	Always	Juvenile Justice Officer steps
Juvenile Justice Counsellor	Always	Juvenile Justice Counsellor steps
Assistant Manager (JJCS)	Always	Assistant Manager (JJCS) steps
Mentor	Always	Mentor steps
Area Manager	Always	Area Manager steps

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	<p>[REDACTED]</p> <ul style="list-style-type: none">[REDACTED][REDACTED][REDACTED][REDACTED] <p>[REDACTED]</p> <ul style="list-style-type: none">[REDACTED][REDACTED][REDACTED][REDACTED] <p>[REDACTED]</p> <ul style="list-style-type: none">[REDACTED][REDACTED][REDACTED][REDACTED] <p>[REDACTED]</p> <p>[REDACTED]</p>
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References

Related procedures

- [Exit interview](#)
- [Role of mentors](#)

Forms used within this procedure

- [Mentor timesheet form](#)
- [Mentor request form](#)
- [mentor register form](#)
- [Mentor work plan agreement form](#)

Change log

Date	Reason for change	Details of change
7 September 2009	All Juvenile Justice Community Procedures have been changed to reflect the staffing restructure within Juvenile Justice Centres and the NSW Government Department changes	<p>Department of Juvenile Justice to Juvenile Justice, Department of Human Services</p> <p>Director General to – Chief Executive Unit Coordinator (JJC) to Unit Manager/ Assistant Unit Manager (JJC)</p> <p>Related forms and form numbers have been updated</p>