

**Role of the Trainee Mentor**

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The primary role of the Trainee Mentor is to facilitate the acquisition of knowledge and skills related to the course competencies, particularly as it relates to the trainee’s field based assignments. The Mentor’s purpose in the asynchronous, on-line courses is to reinforce the application of course concepts, strategies, processes, tools and resources as it relates to their current job and field based assignments as well as monitor the trainee’s progress towards course completion.

**Primary Responsibilities**

1. Review the trainee’s completed pre-competency checklist and provide feedback on which competencies should be emphasized as it relates to the acquisition of knowledge and skills.
2. Assist the trainee in the planning for and completion of the field based assignments including offering suggestions as to how the field based assignments can dovetail with their current job responsibilities and guiding them through scenarios to clarify the lessons to be learned.
3. Be available to answer questions and assist trainees when they have difficulties with course activities and assignments or clarifying course concepts.
4. Monitor course progress of the trainee and support their completion of the course requirements.

**Mentor Qualifications**

1. Working knowledge of the employment services process and the general concepts offered in the course materials.
2. Ability to communicate the application of course concepts and strategies, specific examples and success stories as well as feedback to the trainee that facilitates their learning and skill acquisition.
3. Mentors can be anyone with the time and inclination to support a trainee’s acquisition of knowledge and skills related to the delivery of employment services for job seekers with barriers to employment. Mentors can be, but not limited to, one of the following:
   1. the trainee’s supervisor, manager or director
   2. one of VABIR’s Business Account Managers (BAMs)
   3. any experienced Employment Specialist or colleague who is able to support the trainee’s acquisition of knowledge and skills related to the delivery of employment services.