

POSITION DESCRIPTION

Position Title & Level/Grade:	Hands On Studio Art Tutor Level 4 CatholicCare Enterprise Agreement	Department:	CHOICES & Aged Care Services
Reports to:	Hands On Studio Manager	Supervises:	Nil
Internal Liaisons:	Hands On Studio art tutors will work closely with the program manager.	External Liaisons:	Nil

Position Objective	<p>Art tutors are expected to work with minimal supervision to provide direct tuition to people with complex disabilities including, intellectual, physical and psychosocial. Working within a person centred framework and under the guidance of the program manager adhering to the agencies policies and procedures. Staff are required to use their expertise, skills and creative thinking to impart art skills and assist students to achieve their potential and goals, including participation in the wider art community.</p> <p>The services are provided in line with NDIS Practise Standards, Aged care Quality Standards, National Mental Health Service Standards and are delivered in line with the principles of the National Disability Insurance Scheme and the Aged Care Act where individuals are supported to have choice and control.</p> <p>STANDARDS TO WHICH PERFORMANCE WILL BE ASSESSED</p> <ul style="list-style-type: none"> • Performance Outcomes • Demonstrating CatholicCare’s Vision, Mission and Values • Compliance with CatholicCare policies, procedures and practices • Compliance with the position description • Key Achievements • Contribution to the team and the organisation • Management, peer and stakeholder feedback
Key Responsibilities	<p><u>Building Quality Organisation:</u></p> <p>1. Staff are expected to contribute to a safe and healthy workplace environment, as well as to provide service which conforms to agency and government rules and regulations</p> <p>1.1 Adhere to work Health and Safety Policies</p> <p>1.2 Adhere to agency policy and legislation</p> <p>1.3 Contribute positively to the workplace environment</p> <p>2. Staff are expected, at times, to participate in corporate events, this could be the social club, working groups, committees, exhibitions etc. as required</p> <p>2.1 Attendance at committees and meetings as required</p> <p>3. Participate in the review of program and agency policies</p> <p>3.1 Contribute at planning days and team meetings</p>

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	<p>4. Staff are expected to participate in building a quality service, which includes providing feedback, identifying improvement opportunities and innovative practice</p> <p>4.1 Actively participate in continuous quality improvement activities and in accreditation requirements.</p> <p>4.2 Contribute to exhibitions and develop an area of expertise as negotiated with your manager</p> <p><u>Provide Quality Services and Programs:</u></p> <p>1. Quality service provision</p> <p>1.1 Work within person centred, active support and recovery framework to enhance skills development and independence within an Art setting.</p> <p>1.2 Work with individual students and the group to provide a stimulating and supportive environment.</p> <p>1.3 Provide opportunities to students to explore their creativity in various art mediums.</p> <p>1.4 Prepare for each lesson and ensure the art space is left clean</p> <p>for the following class</p> <p>1.5 Work within the principles of Social Role Valorisation to encourage connections and valued roles within the community</p> <p>1.6 Liaise with individuals, families, and carers while maintaining a high degree of professionalism, confidentiality, sensitivity and empathy</p> <p>1.7 Contribute to the development of HOS services and any review of Policy and Procedures</p> <p><u>2. Team Work</u></p> <p>2.1 Work with other staff, including colleagues from the M16 ARTSPACE and wider art community, to share ideas and experiences</p> <p>2.2 Assist with orientation for new volunteers as required</p> <p>2.3 Attend and actively participate in staff meetings</p> <p>2.4 Work collaboratively with Disability Support Workers to ensure individual client needs / goals are met</p> <p>2.5 Communicate procedures for new support workers to ensure safety procedures are followed</p> <p><u>3. Marketing and Communication (When required)</u></p> <p>3.1 Assist with the development and distribution of marketing materials for Hands On Studio</p> <p>3.2 Promote the studio through the art and disability networks, including events and exhibitions</p> <p><u>4. Professional Development</u></p> <p>4.1 Undertake required training and develop a working knowledge of the Human Services Sector</p>
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	<p>4.2 Actively participate in regular meetings with program manager, including annual performance appraisal</p> <p>4.3 Remain informed about relevant developments in the art and community sectors</p> <p>4.4 Develop and maintain a working knowledge of the NDIS Practise Standards, Aged Care Quality Standards and the Mental Health Service Standards</p> <p><u>5.Administration</u></p> <p>5.1 Maintain accurate and up to date records, including class attendance lists, client information and class notes</p> <p>5.2 Ensure all forms such as timesheets, incident reports and feedback / complaints are submitted within required timeframes.</p> <p>5.3 Maintain competencies in current IT applications</p>
<p>COMPLIANCE</p>	<ul style="list-style-type: none"> • Privacy Act 1988 • Discrimination Act 1991 • Human Rights Act 2004 • Fair Work Act 2009 • CatholicCare Enterprise Agreement • Health and Safety Act 2011 • NDIS Practise Standards • National Mental Health Care • National Disability Insurance Scheme Act <p>Please note applicable legislation may change during your employment</p>

<h2 style="text-align: center;">Key Selection Criteria</h2>	
	<ul style="list-style-type: none"> • Art Degree or relevant professional experience working in the arts • Relevant experience in working with people with a disability or in the community or education sectors. • Demonstrate an understanding of the issues of imparting art skills and assisting students with a disability to achieve their artistic potential in the wider art community. • Demonstrate an understanding of working with people from a person centred approach. • Demonstrate the ability to communicate effectively and establish a rapport with people. • Demonstrate the ability to work independently and as part of a team. • Have a current First Aid Certificate • Have a current Working With Vulnerable People Card; and • Willingness to undergo a National Police Check

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<p>Experience & Knowledge</p>	<ul style="list-style-type: none"> • Knowledge of the disability and/or mental health sectors and services • Knowledge of related standards, laws, legislation, awards regulations and codes • Knowledge of EEO, Work, Health & Safety and Privacy and Confidentiality policies and legislation • Understanding of Quality Assurance Standards, protocols and implementation • Experience working in arts education • Experience delivering community arts projects 	<p>Attributes</p>	<ul style="list-style-type: none"> • Evaluating and monitoring own performance. • Taking responsibility. • Working ethically. • Working well under pressure. • Demonstrating resilience. • Being patient and persuasive. • Accepting change. • Empathetic. • Emotional Intelligence. • Able to communicate effectively and establish rapport with people with different needs and backgrounds. • Respects all people as valued members of the community. • Ability to prioritise and manage time effectively. • Well established professional boundaries. • Willingness to support the development of peers through the sharing of skills and knowledge.
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Employee Declaration

I have read this document and agree to undertake the duties and responsibilities as list above.

I acknowledge that:

- This position description details the accountabilities of the role and provides an indication of the current duties and tasks that I may be required to undertake. Additional or other duties may from time to time be allocated in order to fully meet the responsibilities of the role, team and any organisational objectives.
- The measures where included in this document are indicative and will be reviewed with me on an annual basis and that my performance will be evaluated against these measures.

Employee	
Signature	
Date	