

## POSITION DESCRIPTION

### ART PROGRAMS OFFICER

#### ABOUT UNITING

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate and Bold.**

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At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

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#### ABOUT THE ROLE

##### Role Purpose

This role is responsible for the delivery of art therapy programs within the Leisure and Wellness programs to vulnerable elderly people in residential aged care.

The Art Programs Officer lives and breathes Uniting's person-centred care approach which aims to celebrate our clients as unique individuals. Working alongside the Leisure and Wellness team, clients' unique physical, psychological, social and spiritual wellbeing is enhanced through meaningful art therapy classes and activities.

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#### ROLE KEY ACCOUNTABILITIES

##### Financial management:

- Support positive client outcomes with the delivery of art therapy programs in a cost-effective and timely manner
- Monitor equipment and supplies, and re-order as necessary, in line with relevant budgets

##### Operational processes:

- Support the Leisure and Wellness team to facilitate client's leisure and wellness needs
- Work within relevant government legislation and Uniting policies and guidelines

- Handle queries and complaints from our clients and their families, as well as your co-workers and other service providers, in a confidential and timely manner, in collaboration with your supervisor
- Record information accurately and timely in our electronic management systems
- Carry out administrative tasks relevant to the role
- Monitor equipment to ensure safe working order and request maintenance and repairs when needed

#### **Client management:**

- In collaboration with the Leisure and Wellness team, work with our clients to help them set and achieve their goals
- Build rapport with our clients and their families, encourage clients to explore their creative interests and participate in the community
- Ensure a duty of care to clients, whilst respecting their choice and enabling independence and self-determination
- Contribute to the assessment and monitoring of client health and wellbeing outcomes and review art therapy programs to meet individual needs
- Clients, carers and families can be confident that you'll take on board their feedback, leading to an improved customer experience for everyone in the service.
- Your genuine interest in our clients will help you monitor their progress and you'll report any changes or concerns to your supervisor

#### **Individual leadership:**

- Maintain a high standard of conduct and work performance based on Uniting's values to promote our reputation with key internal and external stakeholders
- Develop and maintain skills and knowledge related to your role, including regular attendance at training, team meetings and one-on-one meetings with your supervisor
- Ensure integration and collaboration across Uniting programs to deliver seamless and impactful end to end services with the customer at the centre
- Take care of the safety of yourself and others at all times and undertake work in a safe manner in accordance with policies, procedures and instructions (written or verbal) and in adherence to WHS policies and procedures.
- Actively engage and participate in the performance management framework and review processes at Uniting
- Act in a manner which upholds and positively reflects the Uniting Code of Conduct and Ethical Behaviour
- Contribute to a culture of openness, feedback and productivity
- Model, communicate and act in ways that are consistent with our values of Bold, Respectful, Imaginative and Compassionate
- Actively contribute to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the Art Programs Officer, your role specifically will include:

- Planning, developing and delivering a range of innovative high-quality art therapy programs and activities that support positive health and wellbeing outcomes in clients, which include:
  - Create opportunities for meaningful activity, creativity self-expression and sensory stimulation
  - Support clients with maintaining past interests and hobbies
  - Encourage socialisation and positive group interaction

- Build self-esteem, enabling self-exploration and release of inhibitions
  - Nurture spirituality, promote relaxation, reduce agitation and boredom, and encourage reminiscence
  - Adapting art therapy activities to accommodate the needs of client groups with different preferences, physical and cognitive abilities
  - Using different mediums, including poetry, storytelling, aphorisms, visual arts, and various techniques, as well as age-appropriate concepts
  - Managing end-to-end logistics of art therapy activities, including sourcing supplies and equipment, coordinating set-up and clean-up, helping clients with attending the activity; where possible, encouraging clients to participate in set-up and clean-up
  - Aligning art therapy programs and activities with Uniting Seniors projects and initiatives (e.g. decorations for specific events, art exhibits, annual Christmas card competition) in collaboration with the Leisure and Wellness team and display art works in designated areas as directed by management
  - Building relationships with external providers and local community groups and individuals, and identifying potential partnership opportunities that support meaningful art therapy experiences for clients in the local community
  - Identifying and applying for funding opportunities available to aged care service providers and related to art therapy
  - Regularly reviewing program content and delivery to ensure that art therapy activities meet client needs and outcomes
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## ABOUT YOU IN THE ROLE

As a staff member of Uniting, you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

<b>Your position:</b>	Art Programs Officer
<b>Your directorate:</b>	Seniors Services
<b>Where you'll work:</b>	Various locations across Sydney Metro
<b>You'll report to:</b>	Workforce Coordinator, Metro Workforce Pool

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### Your key relationships:

You'll be an integral member of the Leisure and Wellness team across multiple services in Sydney Metro, which includes Care Workers, Home Makers, Registered Nurses, Allied Health professionals, pastoral carers and volunteers, who work together to serve people and their families.

You'll also work with external stakeholders including other service operators, representatives of relevant government bodies and a range of providers and suppliers.

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## QUALIFICATIONS & EXPERIENCE

### Qualifications:

- (Preferable) qualifications in a relevant field (e.g. Cert IV in Leisure and Health), and/or equivalent experience in art and creative therapies and/or arts background
- Current First Aid certificate or willingness to obtain one
- Current Australian Driver's Licence and a reliable registered vehicle

### Experience and skills:

- Rather than a set number of years' experience in your field, you have a passion for art therapy and are keen to share your passion with vulnerable elderly people through art therapy programs
- Experience in developing and delivering high-quality innovative activities for clients in the health, aged care or disability services industries
- Understanding of what creates meaningful engagement for clients
- Ability to adapt art therapy activities to client groups with different preferences, physical and cognitive abilities, including people with dementia
- Ability and willingness to bring new concepts and ideas to the table
- Exceptional communication and customer service skills and the ability to get along easily with others, as well as the ability to engage with clients with varied needs and backgrounds
- A gift for working collaboratively in a team environment and confident making decisions autonomously
- Exceptional ability to engage with a range of stakeholders, and develop partnerships
- Confident using electronic, communication tools, including documentation systems, email and mobile phone
- Conscientious, reliable, flexible, and has a positive outlook
- Great organisational and time management skills
- Solid understanding of Work, Health and Safety (WHS) and risk management practices
- Ability and willingness to travel between multiple aged care services locations across Sydney

**Even better:**

- Cert III in Aged Care or willingness to study towards Cert III supported by Uniting
- Previous experience in aged or community care
- Knowledge of dementia & mental health in older people
- Experience using client/data management systems and social media

Employee Name:	Insert employee name	Manager's Name:	Insert manager's name
		Title:	Insert manager's title
Date:	Insert date	Date:	Insert date
Signature:		Signature:	