

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Art Tutor
Position Number:	506208
Classification:	General Stream Band 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals South – Community Rehabilitation Unit
Position Type:	Permanent, Part Time
Location:	South
Reports to:	Team Leader - Occupational Therapy
Effective Date:	June 2021
Check Type:	Annulled
Check Frequency:	Pre-employment

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

In accordance with Agency policy and legal requirements, the Art Tutor:

- Works as an effective member of the interdisciplinary rehabilitation team in the assessment, planning, and delivery of Art as Therapy programs to clients referred to the Community Rehabilitation Unit (CRU).
- Provides Art as Therapy programs that are specific to CRU clients, that enables, encourages and engages clients in achieving their rehabilitation goals.

Duties:

1. Provide assessment, planning, delivery and review of individual and group art programs for clients referred to the CRU as part of a client's rehabilitation program in collaboration with the interdisciplinary rehabilitation team.
2. Provide teaching/ demonstration of a broad range of skills to enable clients with diverse needs to participate in an Art as Therapy program, including selecting and modifying techniques, tools and/or physical environment in conjunction with clinicians.
3. Use comprehensive knowledge of art, artists, styles, and techniques throughout history to inform, encourage, and engage clients in an individualised and meaningful Art as Therapy program.
4. Prepare client work for exhibition.
5. Accurately record and maintain unit data requirements and clinical documentation requirements related to the provision of Art as Therapy programs.
6. Maintain contemporary knowledge related to the delivery of Art as Therapy programs in rehabilitation.
7. Promote the Art as Therapy program to the CRU staff and clients, and network with key Arts Health stakeholders including referrals to and support of Community Art Groups.
8. Participate in quality improvement and research activities within the CRU Occupational Therapy and interdisciplinary teams.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Art Tutor is responsible for:

- Exercising judgement and initiative in the provision of safe, effective and efficient Art as Therapy programs as part of the interdisciplinary rehabilitation team, under the general guidance of the Team Leader - Occupational Therapy, who will provide regular performance reviews.
- Liaising with the interdisciplinary team and other internal and external stakeholders regarding client care and care co-ordination.
- Participating in quality improvement and research activities undertaken by the CRU.
- Promoting the principles of workplace diversity and exercising reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation and be responsible for the health and safety of those under their supervision.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated knowledge of current Art as Therapy practice and ability to teach, instruct and demonstrate a variety of media to clients with various levels of art skills and ability in a rehabilitation setting.
2. Demonstrated experience in the co-ordination, delivery and review of individual and group Art as Therapy programs, particularly working with adults with disability and/ or rehabilitation needs.
3. Demonstrated time management skills and ability to prioritise and monitor client service and administrative demands while providing a high standard of client care.
4. Evidence of well-developed written and communication skills and ability to liaise effectively with clients, carers and other staff and stakeholders to enhance client rehabilitation outcomes.
5. Ability to work collaboratively and effectively as part of an interdisciplinary team and be adaptable and flexible in a complex and changing health environment.
6. Demonstrated commitment to maintaining contemporary knowledge related to Art as Therapy, and to quality improvement and research.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).