

# POSITION DESCRIPTION

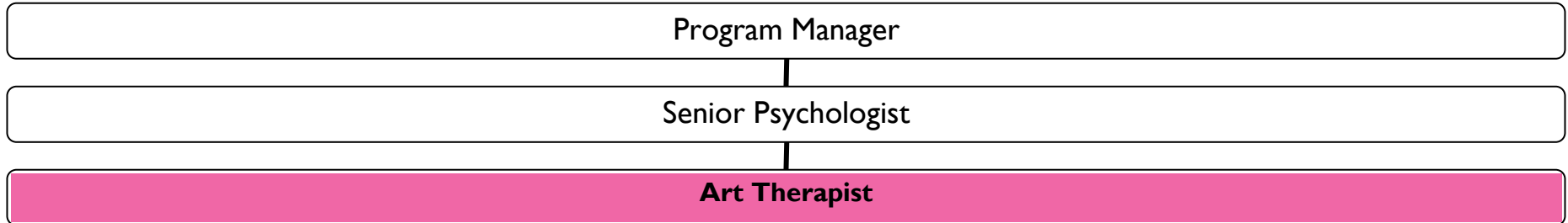
Art Therapist

<b>Job Title:</b>	<b>Art Therapist 22.8 hours per week</b>
<b>Responsible To:</b>	<b>Senior Psychologist</b>
<b>Responsible For:</b>	Delivering an individual and group art therapy program as a part of the integrated rehabilitation and treatment program at TCF.
<b>Founding Purpose</b>	<p><i>"This is how we know what love is: Jesus Christ laid down His life for us. So, we also ought to lay down our lives for others." (1 John 3:16)</i></p> <p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p>
<b>Vision</b>	Our vision is to see a fairer Australia by enabling people in need find pathways to a better life
<b>Organizations' Core Values</b>	Compassion Integrity Respect Perseverance Celebration
<b>Organisation Mission</b>	<p>Walking alongside those in need, we help people discover:</p> <ul style="list-style-type: none"><li>• <i>Pathways to strong families and healthy, happy children</i></li><li>• <i>Pathways through a successful youth</i></li><li>• <i>Pathways away from homelessness</i></li><li>• <i>Pathways for life and work ready skills</i></li><li>• <i>Pathways to sustainable employment</i></li></ul>
<b>Position Purpose:</b>	To provide the support required to facilitate recovery and rehabilitation from drug and alcohol problematic use. Delivering an individual and group art therapy program as a part of the integrated rehabilitation and treatment program at TCF.
<b>Key Challenges</b>	<ul style="list-style-type: none"><li>• Providing engaging and effective therapeutic groups to people with various needs and abilities.</li><li>• Adapting individual &amp; group &amp; group structure to meet the needs of the clients</li></ul>
<b>Key Result Areas</b>	<ul style="list-style-type: none"><li>▪ KRA1: Client Support and Supervision</li><li>▪ KRA2: Program Support</li><li>▪ KRA3: Administration</li></ul>

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## A. ORGANISATION CHART (What are the key reporting relationships for the role?)



## B. JOB REQUIREMENTS (What are the key activities for the role?)

Key Result Area 1		Client (Student) Support and Supervision	
Key Tasks:		Job holder is successful when:	
<ul style="list-style-type: none"><li>Developing and implementing an Art Therapy program for Triple Care Farm involving individual and group counselling session and creative arts workshops meeting the varying needs of the students.</li><li>Support the progress of student residents towards the achievement of their casework goals and their movement through the three stages of the Triple Care Farm program through ongoing support assistance and supervision.</li><li>Support students to maintain acceptable standards of student conduct in accordance with the program's established rules.</li><li>Provide individual counselling in consultation with the Senior Psychologist.</li><li>Develop and facilitate group counselling sessions to meet the needs of the service, clients and the local community.</li><li>Develop and support an environment conducive to effective counseling and client support.</li><li>Arrange appropriate referrals for clients to other services as required.</li></ul>		<ul style="list-style-type: none"><li>Clients are supported in their progress towards targets with positive outcomes achieved.</li><li>Students comply with internal and external regulations with minimal non-compliance maintained.</li><li>As far as practicable, students demonstrate the ability to participate successfully in group activities with minimal non-compliance maintained</li><li>Clients are provided with group and individual art therapy.</li><li>Group sessions are conducted with a professional and well structured approach, with quality outcomes for clients involved.</li><li>Appropriate referrals to other services are made for clients where needed.</li><li>Professional and supportive relationships are forged</li></ul>	

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<ul style="list-style-type: none"> <li>Develop caring, supportive and professional relationships with clients.</li> <li>Develop quality relationships with a range of key stakeholders including community organisations, rehabilitation providers and other health professionals to allow for the effective provision of support and information to clients.</li> </ul>	<p>with clients in all situations.</p> <ul style="list-style-type: none"> <li>Influential relationships are created with external bodies for the development of the service and advancement of the needs of our clients.</li> </ul>
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Key Result Area 2	Program Support
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none"> <li>As required contribute to case planning-monitoring meetings with the Case Coordinator, to ensure the progress of individual students through their program and towards the achievement of their goals.</li> <li>Conduct art making sessions.</li> <li>Conduct and coordinate external exhibitions of student art works.</li> <li>Provide individual tuition and support to students as required.</li> <li>Supervise student activity groups in the VET program as required, including art classes.</li> <li>Participate in staff meetings, workshops, training courses as required, to improve professional knowledge and skills and the overall service quality offered at Triple Care Farm.</li> <li>Undertake any associated duties as requested or directed by the Assistant Manager or Program Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Active participation and contribution to case planning-mentoring meetings is achieved.</li> <li>All students attend induction to art therapy.</li> <li>Individual student's objectives are met.</li> <li>Information on student progress is disseminated to residential and other relevant staff in a timely manner and progress is reported on at weekly Student Progress Meetings.</li> <li>Students are appropriately supervised and engaged.</li> <li>Active contribution is made to the development of the program including participation in staff training and development.</li> <li>Associated duties are completed efficiently</li> <li>Input is made to all required development and performance initiatives.</li> </ul>

Key Result Area 3	Administration
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none"> <li>Conduct art supply stock take every six months. Purchase course supplies (art supplies) in accordance with budget as set annually with the Program</li> </ul>	<ul style="list-style-type: none"> <li>Supplies are securely kept and available for young people to use for art making.</li> </ul>

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<p>Manager.</p> <ul style="list-style-type: none"> <li>• Ensure the maintenance of relevant medication administration records, case notes and reports on each of the students.</li> <li>• Maintain all necessary records and report, either verbally or in writing as required, on student progress or misconduct, or any extraordinary incident including measures taken to effectively deal with such incidents.</li> <li>• Maintain a comprehensive archive of student art work achieved within the program to inform quarterly presentations &amp; reporting to funding bodies.</li> <li>• Ensure that all vehicle log books are signed and dated correctly.</li> <li>• Provide program Research Officer with relevant statistical information on student activities.</li> <li>• Provide accurate and timely reports to management on activities and client progress as required.</li> <li>• Maintain relevant statistics to provide an overview of client activity within the service.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate notes are kept for all students in line with required MA and external standards.</li> <li>• Student files are maintained, with 100% accuracy.</li> <li>• Vehicle log books are completed and accurate.</li> <li>• Accurate statistics of relevant service activities are maintained and communicated.</li> <li>• Administration tasks are completed thoroughly, correctly and on time with successful audits in all cases</li> <li>• All reports are submitted in a timely fashion and a professional manner</li> <li>• Progress Notes &amp; Reports are produced accurately and on time in all cases.</li> <li>• Statistics are maintained accurately and reviewed as necessary</li> </ul>
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## C. PURPOSE AND VALUES REQUIREMENTS

Core Area of Responsibility	Purpose and Values
<b>Key Tasks</b>	
<ul style="list-style-type: none"> <li>• Actively support Mission Australia's purpose and values;</li> <li>• Positively and constructively represent our organisation to external contacts at all opportunities;</li> <li>• Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behavior at all times;</li> <li>• Operate in line with Mission Australia policies and practices (EG: financial, HR, etc);</li> <li>• Help ensure the health, safety and welfare of self and others working in the business;</li> <li>• Follow reasonable directions given by the company in relation to Work Health and Safety;</li> <li>• Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards;</li> <li>• Actively support Mission Australia's Reconciliation Action Plan.</li> </ul>	

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### D. RECRUITMENT INFORMATION (The essential knowledge, experience, skills and personal attributes required for the job)

Competencies	Experience and Qualifications
<ul style="list-style-type: none"><li>• Personal effectiveness</li><li>• Team building</li><li>• Relationship Management</li><li>• Client focus - ability to relate to young people.</li><li>• Organisational awareness</li><li>• Results orientation</li><li>• Values alignment</li><li>• Proven written and verbal communication skills.</li><li>• Ability to work as a part of a team.</li><li>• Relevant counseling experience.</li></ul>	<ul style="list-style-type: none"><li>• Tertiary qualifications in Art Therapy and Counseling (e.g. Masters of Art Therapy)</li><li>• NSW Driver's License and current First Aid Certificate</li><li>• Demonstrated group work skills.</li><li>• Demonstrated experience in the AOD field.</li><li>• Demonstrated ability completing funding submissions.</li><li>• Familiarity with and confidence in working within a harm minimisation framework</li></ul>

### E. APPROVAL

Manager	Gabriella Holmes
Approval date	28.02.18
Managers Signature	
Art Therapist Signature	