

## POSITION DESCRIPTION

<b>1. POSITION TITLE</b> Creative Arts Coordinator – Supported Independent Living Program	<b>2. POSITION LOCATION</b> Mayfield	<b>3. DIRECT MANAGER</b> Young Adult Services Manager
<b>4. SERVICE AREA</b> Supported Independent Living Program	<b>5. CLASSIFICATION</b> SCHADS Level 5 Pay Point 1	<b>6. POSITION STATUS</b> Permanent-Part Time Max Term
<b>7. POSITION SUMMARY</b>		
<p>The Support Independent Living (SIL) program provides a transitional service for young people moving from statutory care into independent living.</p> <p>The Artistic Programs Coordinator position is responsible for developing and facilitating art and music programs for young people within the SIL Program; with the focus on coaching young people to develop social skills and connecting their emotions with arts. The primary goal is to assist the young people to grow and thrive, process and express their feelings, build friendships with peers and in the community. The program will also provide an opportunity to assist the young people to be attuned with their emotions, cultivate coping mechanisms, build confidence and develop self-awareness and self-esteem.</p> <p>This role requires a demonstrated experience in positively engaging with young people and an understanding of trauma informed practices. The role involves creating art and musical compositions and the successful applicant will require demonstrated artistic abilities including planning and creating art projects, developing art and music programs including sourcing suitable art materials and engaging with the community for potential art projects.</p>		
<b>8. PERSONAL ATTRIBUTES / SELECTION CRITERIA</b>		
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A commitment to the Vision, Mission and Values of our organisation.</li> <li>• Qualification in Visual Arts, Education or a related field, preferably at degree level (working towards) and/or extensive experience creating art with young people.</li> <li>• Understanding of the NSW Permanency Support Program system and needs of young people within it.</li> <li>• Ability to build rapport effectively with young people which promote access to program and ongoing engagement.</li> <li>• Demonstrated artistic capabilities and experience in engaging young people in art and music.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Ability to work independently and proactively.</li> <li>• Commitment to confidentiality and building positive working relationships with all stakeholders in the Supported Independent Living program.</li> </ul>		

- Ability to establish and maintain connections within the community.
- Current driver licence and use of own vehicle with comprehensive car insurance.

**Desirable**

- Experience working with people from a CALD and ATSI background.
- Qualification in Social Welfare, Social Work, Psychology or a related field, preferably at degree level (working towards) or extensive experience working with young people.
- Experience working with youth who demonstrate challenging behaviour.

**9. QUALIFICATIONS / LICENCES**

- Qualification in Visual Arts, Education or a related field, preferably at degree level (working towards) and/or extensive experience creating art with young people.
- Current driver licence and use of own vehicle with comprehensive car insurance.
- Current paid Working with Children Check
- Willingness to undertake & maintain National Criminal check with agency.
- Current First Aid Certificate

**10. ORGANISATIONAL ENVIRONMENT**

CatholicCare Social Services Hunter-Manning is a not-for-profit organisation and a mission and outreach agency of the Catholic Diocese of Maitland-Newcastle. Our services include a range of child and family services, youth and mental health services and a Permanency Support Programs. All staff are required to work within the ethos of the Catholic Church.

**11. MISSION – VISION – VALUES**

**Our Mission**

*CatholicCare Hunter Manning listens and responds by working together with communities to build a stronger, fairer and kinder society that values children, young people, families and individuals. Through Christ's mission we seek to provide opportunities for people to 'have life and have it to the full'.*

**Our Vision**

*For inclusive, just and strong communities. We nurture, respect and encourage strong relationships where the individuality and strengths of each person are respected, valued and celebrated.*

**Our Values**

*Respect – We show consideration for ourselves and others, whilst recognising each other's differences*

*Justice – We believe in, actively seek and encourage, equality for all*

*Connection – We are committed to developing and enhancing meaningful relationships with, and between, our communities including agencies of the Catholic Diocese of Maitland-Newcastle, funding bodies and like-minded organisations that uphold a commitment to assisting the vulnerable.*

*Collaboration - We encourage teamwork that achieves tangible outcomes through open communication, lateral thinking and positive reinforcement*

*Innovation – We anticipate change and proactively ensure our service delivery is at the forefront of industry standards.*

## 12. PERFORMANCE

Key Performance Area	Key Tasks	Performance Indicators
<p>1. Facilitation of art and music programs within the Supported Independent Living team</p>	<ul style="list-style-type: none"> <li>• Development of art and music programs which meet the needs and interests of the young people.</li> <li>• Ensure Young Person's active participation within the program.</li> <li>• Source and purchase appropriate materials to complete program</li> <li>• Encourage and facilitate positive relationships with the community to support young person's independence.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence that the young person is consulted and contributes to the development and direction of the program</li> <li>• Session plans are completed outlining program goals, timeframes and resources required</li> <li>• Evidence of young person's participation in program</li> <li>• Resources and materials are purchased in a timely manner to ensure continuity of program</li> <li>• Invoices are provided to YAS Manager for timely payment of items</li> <li>• Evidence of young person's participation in community activities.</li> </ul>
<p>2. Record keeping and reporting</p>	<ul style="list-style-type: none"> <li>• Maintain accurate and comprehensive case files that meet accreditation, legislative and organisational requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Case management records are completed and uploaded in a timely manner and contain high quality information relating to clients and stakeholders.</li> </ul>
<p>3. Participate and contribute to the team and organisational structure</p>	<ul style="list-style-type: none"> <li>• Attend and participate in all team meetings, staff development &amp; training, organisational events &amp; external meetings where appropriate.</li> <li>• Take responsibility for giving and receiving feedback within various team settings.</li> <li>• Contribute to team building and cohesion.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence that Team meetings and staff development workshops are attended.</li> <li>• Active participation in reflective practice, educational sessions and individual feedback is evidenced.</li> <li>• Evidence of positive contribution to team is noted by Manager.</li> </ul>

4. General	<ul style="list-style-type: none"> <li>Abide by all CatholicCare and Diocesan policies and procedures, including mandatory reporting legislation and Diocesan Child Protection Policy.</li> <li>Actively engage in operational supervision.</li> <li>Maintain up-to-date knowledge of, and promote, WHS best practice as per legislation, policies and procedures.</li> <li>Other duties within the scope of the position that may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>Information is provided to relevant bodies regarding children at risk in a timely manner, policies and procedures; Code of Conduct are adhered to.</li> <li>Evidence of active participation in monthly operational supervision.</li> <li>WHS best practice is promoted in the workplace and in carer homes.</li> <li>Evidence of other duties is available.</li> </ul>
5. Confidentiality	<ul style="list-style-type: none"> <li>Maintain absolute confidentiality at all times in relation to the clients and the operation of the service.</li> </ul>	<ul style="list-style-type: none"> <li>Confidentiality is maintained in regards to clients, staff and service operations.</li> </ul>
6. WHS	<ul style="list-style-type: none"> <li>Assess and manage risk to young people and staff engaging in art and music programs</li> </ul>	<ul style="list-style-type: none"> <li>Completion of CatholicCare Risk Assessment documentation</li> <li>All associated risks to the Art and music programs will have actions to mitigate risk</li> </ul>

### 13. Key Relationships & Communications

1. Young Adolescent Services Manger	As required for issues that arise that cannot be resolved by Team Leader/ Key Issues reporting.
2. SIL team Leader	Frequently for progress updates regarding case management within the SIL Program. Line management purposes such as direct supervision and support.
3. Permanency Support Program Care Teams	Work in consultation and collaboration to achieve successful permanency goals for children/young people.
4. Partner Agencies	As required for successful coordination, referral and communication
5. Other Stakeholders	As required for successful coordination, referral and communication
6. Finance & Administration	As required. Signing on and off, stationery and consumable purchases, WHS, payments/reimbursements.

### 14. SIGNIFICANT CHALLENGES

What?	Why?
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Working with Young People with various complex needs and supporting them to make long life decisions.	Historically, many young people who have been in the Out of Home Care System have experienced instability including numerous placement changes which leads to complex trauma and attachment dysregulation.
Meeting competing priorities and deadlines in a high activity and demanding work environment with competing priorities	Working with vulnerable and complex young people can sometime be stressful and demanding. A range of demands can sometimes distract from core role.
Change Management	CatholicCare is undergoing significant changes, to meet new challenges and be responsive to government policy direction. This may require fresh and innovative approaches to service delivery.

## 15. EMPLOYMENT CONDITIONS

All CatholicCare employees are required to participate in performance management, in accordance with our policies and procedures.

In line with our values, all CatholicCare employees are offered appropriate education and development opportunities, some of which may require compulsory attendance.

### Remuneration

Remuneration will normally consist of:

Base Salary, plus,

9.5% Superannuation

Remuneration Packages may vary. Some packages may also include:

- Motor Vehicle
- Mobile Phone
- Laptop

All eligible employees have the option to salary sacrifice base salary for tax free benefits.

## 16. LEGISLATION & CATHOLIC CARE POLICY

### Occupants must:

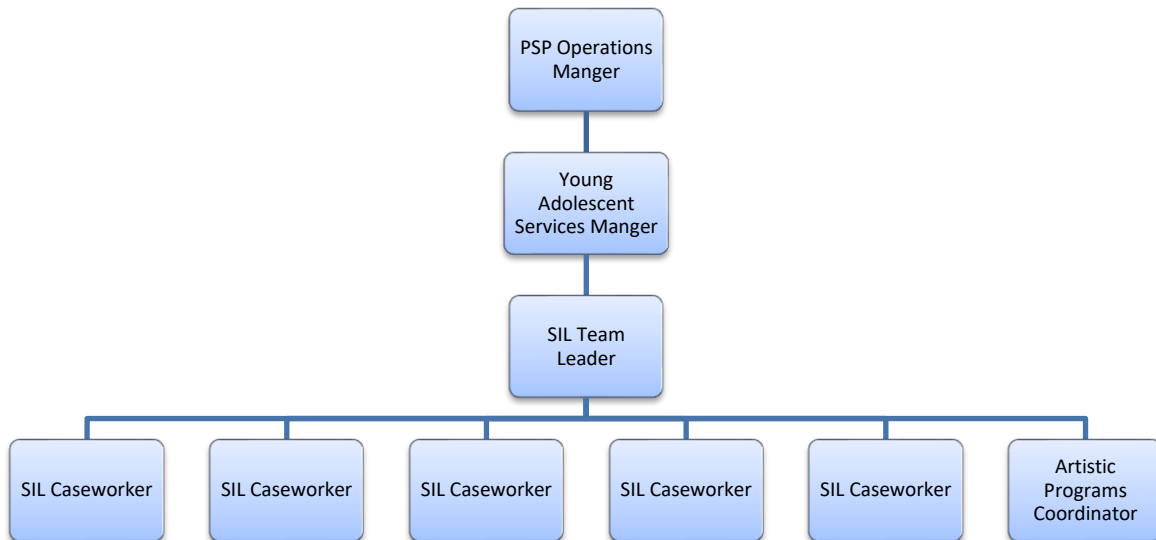
- Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager;
- Have a current drivers licence;
- Take reasonable action to familiarise himself / herself with CatholicCare policies and procedures, and compliance with WH&S laws and regulations;
- Not take advantage of their role in CatholicCare for personal gain;
- Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to CatholicCare; and,
- Only make decisions within their delegated responsibilities.

## 17. EXPECTED EMPLOYEE BEHAVIOUR

### Employees must:

- Display a commitment to the Mission, Vision & Values of CatholicCare
- Display respect for themselves and their colleagues
- Have a commitment to teamwork and contribute to the team and organisational performance by seeking ways to continually improve
- Work with residents/People We Support in line with relevant legislation
- Attend staff meetings and compulsory education when required
- Maintain confidentiality and exercise discretion in relation to all CatholicCare matters and personal information concerning colleagues and residents / People We Support

## 18. ORGANISATIONAL CHART



<b>Position Description last reviewed:</b>		<b>Next review due:</b>	
<b>Occupant Name:</b>			
<b>Occupant Signature:</b>		<b>Date:</b>	