

**Mission:** Concern Australia works in partnership with young people and children, creating opportunities for them to enjoy full and meaningful lives.

**Vision:** An Australia where young people and children have HOPE for a successful and positive life.

**Values:** Faith ♦ Integrity ♦ Respect ♦ Belonging.

<b>POSITION TITLE:</b>	<b>Expressive Arts Coordinator</b>
<b>AWARD CLASSIFICATION:</b>	Social, Community, Home Care and Disability Services Industry Award MA000100 Level 3.3
<b>DEPARTMENT:</b>	LiveWires Program
<b>DATE APPROVED:</b>	1 <sup>st</sup> April, 2018
<b>APPROVED BY</b>	General Manager of Business Operations

Concern Australia is a dynamic not-for-profit Christian organisation which finds its roots in the work of Rev Dr John Smith who also founded the God's Squad Christian Motorcycle Club in the 1970s.

Today we work with young people and children 5-21 years, creating opportunities for them to enjoy full and meaningful lives. Late 2016 we launched 2020VISION, our new Strategic Plan and we are working to realise 4 shared goals to be

PEOPLE-CENTRED ♦ LEADER ♦ PARTNER ♦ STEWARD

Our work focusses on the innovation, development and delivery of responses in the areas of Education; Housing & Homelessness; and Justice. Each year we connect 30,000 vulnerable young people across Australia through the following activities:

#### Education

- Values for Life – seminars within primary and secondary schools to 25,000 students, parents and teachers across Australia.
- LiveWires – an after school care and holiday programs for 80 school aged children and support to 40 families living in the Collingwood housing estate.
- Hand Brake Turn – pre vocational automotive training to 80 trainees per year

#### Housing & Homelessness

- InsideOut – the provision of Out-Of-Home-Care in partnership with the Victorian Government's Department of Health and Human Services through the Enhanced Lead Tenant Program offered to young people living in 17 properties across metropolitan Melbourne.
- STEPS Outreach Service – support to over 500 homeless young people from the steps of Flinders Street station.

#### Justice

- Chaplaincy and support services for young people at the Malmsbury Youth Justice Centre.

## ORGANISATIONAL RELATIONSHIPS

<b>REPORTS TO:</b>	LiveWires Coordinator
<b>SUPERVISES:</b>	No direct reports (assist support volunteers)
<b>INTERNAL LIAISONS:</b>	Executive, Program Managers, Finance, Volunteers, Staff
<b>EXTERNAL LIAISONS:</b>	Donors, Philanthropists, Program Participants and Family Members,

## POSITION OBJECTIVES

- Run Expressive Art sessions for children which foster creative expression, inclusiveness, social confidence, and skill building. To combine process orientation with creative skill development and the provision of good modelling in regards to boundaries and encouragement of others in a non-hierarchical atmosphere and curious exploration. To encourage and extend the children's areas of interest through the arts.
- Promote mental health and wellbeing
- Provide a safe space to explore feelings and experiences

## KEY RESPONSIBILITY AND DUTIES

- Manage logistics of running the Project such as structure, resource requirements and administration activities.
- Run the Project in accordance with Concern Australia (CA) Policies & Procedures and operational guidelines.
- Check at ALL times and renewals are done timely and at the required intervals.
- Prepare and provide term plans to volunteers/student placements for their reference and management.
- Provide progress reports to line manager on a termly basis.
- Research and create a plan to ensure the social and cultural needs of the participants are met in collaboration with the staff.
- Manage Art Therapy specific volunteer engagement including Art Therapy volunteer orientation and induction, support other Coordinators in training where needed.
- Oversee the behavior of all participants and develop/manage group management strategies.
- Monthly reporting
- Schedule appointments with The MIECAT Institute to discuss MOU and Student Placement Pro formas.
- Project monitoring and reporting and evaluation
- Continually seek to provide best practice and improvements in the way the Project is delivered.
- Receive regular and ongoing (external) supervision from list of approved supervisors (supervisor must have good understanding of the MIECAT methodology) of ACATA or ANZATA.
- In conjunction with CA's HR Department, recruit and supervise other Expressive Arts volunteers or student placements to run Group Sessions and Integrated Sessions.
- Support children to participate productively in the Project and their lives outside the Project.
- Work with staff to select groups of children for Expressive Arts and to negotiate use of the space for projects.
- Share only relevant and appropriate information regarding the children with staff.
- Plan, obtain and manage the required resources for each session within the set budget.
- Research and provide input on the Project to supplement new grant proposals.

**INTERPERSONAL SKILLS**

- Genuine interest and demonstrated ability in working with children
- Commitment to providing a safe, fun and effective service to children
- Ability to build effective relationships with children, parents and fellow workers and stakeholders
- Highly reliable and punctual with excellent communication skills
- Flexibility to adjust and adapt to changing work demands and routines whilst meeting commitments
- Demonstrated commitment to and/or understanding of equal opportunity principles and occupational health and safety issues

**QUALIFICATIONS AND EXPERIENCE**

- Current certification of Masters of Art Therapy
- Registration with ACTATA or ANZATA as governing Art Therapy bodies
- Demonstrated experience supervising expressive art student placements
- Demonstrated understanding of The MIECAT Institutes methodology for expressive art
- Demonstrated experience in working with children. (Experience with culturally and linguistically diverse social backgrounds advantageous)

**KEY SELECTION CRITERIA**

- Qualifications and/or experience in children's services (Essential)
- Demonstrated experience in working with children (Essential)
- A current and valid First Aid Level 2 Certificate and CPR Certificate (Essential)
- Demonstrated commitment in line with Concern Australia's Values

**CHILD SAFETY COMMITMENT**

Concern Australia is committed to providing child safe and protected environments in all its activities and programs and has a zero tolerance approach to child abuse or exploitations. Contact and working with children is a critical responsibility. Children have the right to be safe and protected. All employees are required to have a valid working with Children Check and a National Police Check.