



POSITION DESCRIPTION

Position Title:	Program Facilitator
Reports to:	Studio Manager/Operations Coordinator/Program Co-ordinator
Note: This Position Description does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for services.	

Organisational Summary:

Mission:

Our vision is to continue to be a pre-eminent creative service for people with disability and to provide an exceptional space for creativity and meaningful interaction. Studio ARTES wishes to expand and grow to fulfil the dreams and aspirations of people with disability to accomplish, explore and achieve their potential whilst constantly maintaining a person-centred approach to our service delivery.

Our Core Values:

- ❖ Inclusion - Studio ARTES encourages people to participate in ways that are meaningful, comfortable and empowering for them.
- ❖ Equity - Studio ARTES recognises that everyone has unique needs and provides fair support and opportunities.
- ❖ Respect - Studio ARTES shows consideration, dignity and kindness towards all people, valuing each person's rights, identity and individuality.

Position Summary:

To facilitate creative and life skills programs for people with a disability, both in the centre and out in the community.

The role is responsible for developing and/or delivering groups and/or individual programs and activities for members within the service in an engaging environment/provide creative session.

Facilitators are required to work in a collaborative manner with team members and management.

Key Responsibilities:

PROGRAMME DELIVERY

Program Lead

- Lead sessions with creative vision and passion
- Set up activities for the session, and leave rooms tidy at end of session
- Ensure constant progression toward the goals of the session
- Monitor supplies for sessions and report to Co-ordinator
- Ensuring new staff are aware of their responsibilities
- Implement positive behaviour support strategies
- Assist in planning and running events
- Completing outing/risk assessments where appropriate

Program Support

- Assist Lead Facilitator to run sessions with creative vision and passion
- Assist to set up activities for the session, and leave rooms tidy at end of session
- Monitor supplies for sessions and report to Program Lead
- Implement positive behaviour support strategies
- Assist in planning and running events
- Ensure all member engagement in session

1:1 Member Support

- Review members' folder and implement supports that meet their needs
- Consult with Lead Facilitator for how the member will participate in the session
- Set up activities for the session, and leave rooms tidy at end of session
- Implement person centred planning techniques
- Implement positive behaviour support strategies
- Assist in the planning and running of events

COMMUNICATION & REPORTING

- Ensure the roll is marked, members signed in, absences noted
- Complete feedback and person-centred planning documentation as required
- Report incidents, risks and hazards PSP/Studio Manager
- Maintain relevant documentation for member's support needs
- Assist PSP by witnessing administration of medication and complete documentation

BEHAVIOUR ATTRIBUTES

- Promote Studio ARTES in a positive way at all times
- Adheres to Studio ARTES policies and procedures and all government legislation and standards
- Adhere to the Studio ARTES Code of Conduct and Ethical Behaviour
- Strive for effective interpersonal communication at all levels and, in particular, at a team and individual level, within the scope of your role
- Operate within the delegated responsibilities and authorities as set by Studio ARTES CEO and Board of Directors
- Have general knowledge of a human rights based approach to service
- Exercise a Duty of Care at all times
- Ensure safe WHS practice is adhered to by staff

- Attend all staff meetings as required
- Participate in yearly performance appraisal with your Coordinator or manager
- Follow procedures for outings and events including risk assessments
- Participate in and support the Studio ARTES Quality Management System

Competencies and Experience Required:

- Computer Literacy
- Very organised and conscientious
- Respectful of privacy and confidentiality
- Able to safely support members with personal care and mobility needs, including the use of wheelchairs where required

Qualifications Required:

- NDIS Worker Clearance
- Working with Children Check

Qualifications Desirable but not essential:

- Australian Drivers Licence
- First Aid Certificate
- Certificate III or IV/Diploma in Disability

Workplace participant acknowledgement:

I acknowledge:

- *receiving the Studio Artes Position Description;*
- *that I will comply with the position description; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment, the cancellation of my engagement, or the loss of my position.*

Your name:

Signed:

Date:
