

ART & CRAFT Facilitator

Job Description

Our Mission:

To challenge injustice, affirm fullness of life for all people, empower those who are on the margins of our community and celebrate the city and its diversity.

Aim:

To facilitate an Art and Craft programme for people.

Term of Employment:

This is a part time position of three hours per week, which includes two hours of contact time and one hour to set up / pack up and to complete associated administrative and cash handling tasks.

Reports to:

Methodist City Action Director

Functional Relationships:

As a team member the Art & Craft Facilitator may also have functional relationships with:

- Methodist City Action staff and volunteers
- Other community groups and agencies
- The Parish communities of the Methodist Church

General:

Many of our clients live with some form of physical and / or intellectual disability. This requires the Facilitator to set activities that all clients, regardless of their ability will to be engaged with the task.

We require 20-30 different activities to be undertaken through the year, mostly taking one session to complete, as we have limited storage space.

At times the Facilitator may be designated responsibility for purchasing items.

Ideally suits someone with a background and experience in teaching, but not required

Standard Organisational Requirements for all Staff:

Reporting:

- all reports are timely, accurate and meet agreed requirements

Quality Management and review:

- policies and procedures are adhered to
- ongoing evaluation of general office systems is undertaken: recommendations for improvement of policy and procedures are provided to the Director

Record and Information systems

- record and information databases are accurate and up to date
- record and information database systems are completed as per MCA Standard Operating Practices

Team Member

- completes their own tasks as agreed
- actively contributes to team meetings
- maintains service planning
- contributes to strategic and operation planning of the service

Personal Development

- attends and actively participates in external supervision as required
- participates in performance review process with Director

Resource Management

- equipment is maintained in working order
- any theft, damage, breakage or loss of resources is reported promptly to the Director

Health and Safety

- safety hazards and unsafe practices are identified, monitored and reported on to prevent accident or injury and to promote the safety, health and welfare of all staff and visitors
- volunteers and staff are instructed on the proper use and safety instructions of all equipment prior to use.

Performance Review

Performance appraisal is a systematic evaluation of work performance and it is directly linked to the Art Class facilitator job description. A review of performance will be undertaken three months after the acceptance date of the position, followed by an annual appraisal which will take place on the anniversary of employment or another mutually acceptable date. A review process may also be taken more frequently at the request of management or the employee.

Person Specification

The appointee to this position will be committed to Methodist City Action's

- Mission and goals
- Non discriminatory work environment
- Bi-cultural principles

and will uphold work ethics of:

Communication

- Demonstrate mutual respect for other persons
- Willingness to express an independent view
- Able to communicate and build rapport with a wide variety of individuals

Working with Others

- Ability to establish working relationships with external agencies and individuals to achieve the best result
- Commitment to a team orientated approach to the planning and provision of services

Customer Focus

- Service to others

Initiative and Motivation

- Show initiative in and take responsibility for your own job and accept responsibility and work in a self-directed manner
- Be innovative in your work practices
- Strive for excellence in everything you do
- Able to analyse and solve problems using sound judgement and common sense

Responsibility and Integrity

- Demonstrate compassion and tolerance
- Been aware of ethical implications of actions
- Be open and honest in your dealings with others