

Position Description

Art Program Coordinator

Classification:	Recreation Therapist Grade 2
Business unit/department:	Leisure and Creative Therapies
Work location:	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment type:	Part-Time
Hours per week:	4
Reports to:	Manager, Leisure and Creative Therapies
Date:	20/02/2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

To conduct a weekly Art Class for patients at Royal Talbot Rehabilitation Centre and to curate and exhibit patient art works.

To assist participants within the Art Class to:

- Explore, experience and enjoy the creative process as an individual or group activity
- Create an atmosphere that is warm, welcoming and friendly, supporting social interaction
- To create a sanctuary within the hospital that fosters relaxation, fun and playful exploration
- To develop skills and confidence both artistically and practically through creative problem solving

Note that this position is not an art therapy role.

About Leisure and Creative Therapies

Leisure and Creative Therapies is based at the Royal Talbot Rehabilitation Centre providing services to rehabilitation clients of RTRC across all clinical areas, including inpatients and outpatients.

Our vision is

Working with people

- Creating opportunities
- Exploring Choices
- Enabling leisure

RTRC provides a comprehensive and coordinated range of services to clients with a wide range of needs. These include programs for people with spinal cord injury, acquired brain injury, orthopaedic injuries, amputation, neurological conditions, and multi-trauma.

Position responsibilities

1. Program Coordination
 - Coordinate and conduct a weekly Art Class for patients from all wards at Royal Talbot Rehabilitation Centre
 - Provide support and supervision for volunteers assisting with the art class
 - Coordinate exhibiting selected patient art works.
2. Community integration:
 - Assess and provide information on options available in the patient's local community that support ongoing participation in art.
3. Maintaining or developing social networks:
 - Facilitate peer support: connection to people with similar interests or experience of acquired disability
5. Collect and maintain data for evaluation and outcome measurement.
6. Ensure proper stewardship of all resources of the program (i.e. materials, consumables and tools) -
 - maintaining all tools in proper working order
 - allocating materials and consumables appropriately to minimise waste
 - identify materials or maintenance required in a reasonable timeframe
 - ensure the art room is kept clean and tidy
7. Undertake risk identification and implement such procedures as required that will ensure the safety of anyone entering the art room
8. Liaise with other users of the art room communicating any issues or developments

Perform such other related duties as may be required by the Manager of Community Integration and Leisure Services.



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show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

Selection criteria

Essential skills and experience:

- Strong interpersonal skills - demonstrated ability to communicate effectively and easily with people of all abilities.
- A demonstrated approach to working with people that is empowering (e.g. knowledge of person-centred approach) - especially people with disabilities, volunteers and families.
- Experience conducting art groups (preferably for adults).
- Demonstrated ability to work effectively both independently and as a member of a team.
- Strong organisational skills.
- An understanding of the issues related to involving and supporting volunteers.
- A good understanding of issues associated with disability.

Desirable but not essential:

- Experience with community art programs
- A sound understanding of or experience with digital art applications

Professional qualifications and registration requirements

- A degree or diploma in fine art/visual art and a degree/diploma or experience in Teaching

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.



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Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care; we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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