

# Position Description

## Woodwork Studio Assistant

<b>Classification:</b>	IN28 - Allied Health Assistant - Grade 1
<b>Business unit/department:</b>	Leisure and Creative Therapies
<b>Work location:</b>	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)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Casual
<b>Hours per week:</b>	As required
<b>Reports to:</b>	Manager, Community Integration and Leisure Services Via Maker Space Program Manager
<b>Date:</b>	April 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

As part of the Leisure and Creative Therapies team, successful applicants will work onsite at the Talbot Maker Space.

The purpose of this position is to support artists and craftspeople with a disability to design and make objects.

The Woodwork Studio Assistant will support a suite of program offerings. These include beginner programs, supported studio assistance for practicing Artists/Craftspeople and other workshops designed in response to participant need.

In collaboration with the Program Coordinator, your role will be to identify participant needs and interests, discuss and support goal setting and facilitate community linking opportunities.

The program also centers itself on providing a social outlet for those often marginalised or experiencing isolation. The role supports peer engagement alongside opportunities to build confidence and sense of purpose where need be.

Both the position and program are guided by Talbot Maker Spaces' aims to reflect the diversity within the hospital and greater society. Part of your role will be to actively enable an inclusive environment as well as promote and role model an inclusive culture and dialogue.

LGBTQI+, BIPOC, Women, culturally, linguistically, and neuro-diverse people are encouraged to apply.

## About Leisure and Creative Therapies

The Leisure and Creative Therapies Department is based at the Royal Talbot Rehabilitation Centre (RTRC) providing services to rehabilitation clients of RTRC across all clinical areas, including inpatients and outpatients. We also provide services in the acute setting where appropriate.

Our Mission:

To support people

- to rediscover meaning and purpose
- to connect to their community and social networks
- to improve their therapeutic outcomes

We are committed to being person centred, building the capacity of our patients, working with them to be innovative and to explore possibilities & opportunities.

Our Vision:

Leisure Services is recognised as a valued partner by patients, their families, support networks and clinical teams. Our service is growing through research and bold innovative projects.

Leisure Services are closely tied with the Creative Therapies Service which comes under the scope of the Manager of Leisure and Creative Therapies. The Creative Therapies Service offers Art, Music, and Horticultural Therapy to the rehabilitation patients of Austin Health.

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, amputation, neurological conditions, and multi-trauma.



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## Position responsibilities

### Role Specific:

- To report to the Program Coordinator at the start of each shift to discuss tasks and receive handover.
- To communicate a social, safe, and inclusive atmosphere for all.
- To support participants in woodworking and other creative processes. This is done in one-on-one and group tutorials.
- To provide a flexible approach to woodworking, craft and arts that is person-centred and therefore may involve unorthodox, experimental, or a multi-disciplined approach to creativity.
- To take up training, adhere to and communicate safe work practices.
- To liaise with the Program Coordinator regarding any resources needed, ideas or issues related to the Maker Space program.
- Assist participants to move to and from the Maker Space. This may include:
  - Pushing a person in a wheelchair (once you have been trained)
  - Walking with a person to and from the hospital entrance
- Assist with set up and/or clean up as required.

## Selection criteria

### Essential skills and experience:

(User to enter information below using dot points)

- Knowledge or interest in learning person-centered approaches, collaboration, collective thinking, and how to encourage self-determination.
- Basic woodwork skills (3-year minimum.)
- Experience in working within a creative environment.
- Creative thinking and willingness to explore alternative processes within a safe work practice.

### Desirable but not essential:

(User to enter information below using dot points)

- Knowledge or interest in learning person-centred approaches, collaboration, collective thinking, and how to encourage self-determination.
- Basic woodwork skills (3-year minimum.)
- Experience in working within a creative environment.
- Creative thinking and willingness to explore alternative processes within a safe work practice.



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## Professional qualifications and registration requirements

- NDIS Screening Required

## 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.

## 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



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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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