

<b>Position</b>	Creative Engagement Advisor
<b>Date effective</b>	April 2018
<b>Conditions</b>	Individual common law contract

**Who we are:**

Lutheran Services is a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland. Lutheran Services provides quality and contemporary support and accommodation for older people, youth and their families, people living with disability or mental illness, and families experiencing domestic violence and hardship.

**Our philosophy and vision**

Lutheran Services exists to serve. Delivering the best in service, care and accommodation while making a meaningful contribution to communities is at the core of what we do.

**Our values**

- Offering grace and hope
- Delivering faithful service
- Respecting the dignity of the people we serve
- Fostering a committed and innovative culture
- Securing a sustainable future

**Purpose of the role**

Collaborate to support the creation and facilitation of the creative programs and activities, ensuring staff and volunteers are supported as they engage the residents in activities of interest to them.

**Reporting relationships**

This role is part of our Creative Team, dedicated to encouraging residents to use free-form movements, such as those used in dance or other creative arts, to influence and improve their mental and physical health. This role will be based in Lutheran Services' Support Centre in Milton, with frequent travel through Greater Brisbane and regional QLD.

**Legislative/policy requirements**

All employees must have a current National Police check, driver's license and will be required to provide proof of working rights. The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by Lutheran Services Chief Medical Officer.

**Qualifications/Experience**

- A relevant degree or diploma in Business, Teaching, Arts, Creative Industries, Public Relations or similar, or be able to demonstrate related experience in a similar field
- Experience working in aged care or with people with disabilities
- Experience in recruitment, induction, supervision and coordination of staff and/or volunteers
- Strong knowledge of social support and other relevant services
- Be innovative, creative and enthusiastic, with an ability to motivate others
- Strong knowledge and understanding of adult learning needs
- Excellent counselling skills
- Computer and report writing skills
- Well-developed interpersonal and communication skills
- Ability to work independently and as a productive member of a small team

**Roles and responsibilities**

Within the policies established by Lutheran Services and working in collaboration with relevant managers and employees, the occupant of this position will:

**Recruitment of Volunteers:**

- Assess volunteers for the appropriate programs
- Recruit, select, induct and train volunteers
- Match volunteers with teams
- Provide regular on-going training for all volunteers
- Mentor and support volunteers
- Organise surveys and appreciation functions for volunteers

**Reports, budgets and policy development:**

- Preparation of monthly reports
- Prepare funding submissions and program/service proposals

**Community Engagement:**

- Develop strong networks with relevant organisations
- Develop strong relationships with community groups and residents families

**NOTE:** This position statement is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.