

TOI ORA

Position Description

Artist Liaison

Community Support (Mental Health)

Note: the aim of this position description is to provide a contextual explanation of the role and as such will not be a full list of tasks and duties that an incumbent may reasonably be expected to perform.

Location	Auckland
Reports to	Director
Staff reporting to role	Nil

Organisation Objective

Toi Ora Live Art Trust is an art studio and gallery in Grey Lynn for people experiencing mental distress to participate in the arts in a supportive and inclusive environment.

Toi Ora promotes creativity and personal growth to improve well-being by fostering community connections through visual and performing arts.

At our studio in Grey Lynn, Toi Ora proudly offer a wide range of classes, including painting, face and figure drawing, creative writing, photography, drama, music, movement, printmaking and screen printing.

In addition to our classes, our entrance serves as a Gallery. Here we showcase and celebrate our artists' work on a revolving basis, ensuring artwork by artists in each of the various visual arts classes is represented, enabling them to share their work with the public and sell their work.

Purpose of Position

The purpose of this role is to support artists with mental health challenges to participate in the creative process, through artistic guidance and strength based conversations. The Artist Liaison empowers and supports people to fulfill their creative aspirations, settle them into Toi Ora art classes and programmes, so that they can connect with a group of artists and explore and develop their creativity. Toi Ora promotes creativity, self-confidence, independence and choice.

This role offers the opportunity for the right person to curate Toi Ora artists exhibitions and represent Toi Ora at events.

The tasks and supports are varied and will depend on the needs and aspirations of each person.

- Build and maintain interest in artists lives, building rapport, identifying and acting on factors that may influence artists wellbeing.
- Work within strengths-based practice framework that promotes and embraces wellbeing and integration for artists based on encouraging self-determination.
- Help artists to settle into a weekly routine and support attendance in classes where necessary
- Support the artists to develop and set individual goals, focusing on their artistic or wellbeing aspects. Utilise community resources to actively work with artists and their whānau to achieve

identified goals and support needs.

- Support – Ensure delivery of specified services as per contracts with funding bodies and the requirements of the National Mental Health Standards.
- Administration – Perform administrative functions to support the values and service delivery for the organisation, and the team.
- Health and Safety - Meet both yours and the organisations health and safety obligations by adhering to standards of performance and communicating policy and process.
- Be in accord with Toi Ora’s practice framework and Theory of Change.

Key Relationships

- The Director
- Artists and their Whānau
- Tutors
- All staff
- The Board (if required)
- CMDHB/ADHB stakeholders
- Relevant regulatory and government bodies, including MOH, DHBs
- Other stakeholders as directed

KEY RESPONSIBILITIES	PERFORMANCE INDICATORS	EXPECTED OUTCOMES
Build and maintain interest in artists lives, building rapport and identifying and acting on factors that may influence artists wellbeing	<p>Ensures that artists are respected and treated with dignity and respect at all times.</p> <p>Develops effective and approachable relationships with Artists and their whānau, and continually strives to support to achieve their own goals</p> <p>Ensures the Artists fully understands the role of the Artist Liaison and feels encouraged and comfortable seeking contact and assistance</p> <p>Reports any risk or concerns to the Adult learning and Wellbeing Mentor</p>	<p>Positive Stakeholder feedback (internal/external)</p> <p>Stakeholders report they understand the role and purpose of the Artist Liaison position</p> <p>Outcome of reporting evidences that risk’s/concerns were actioned in a timely manner</p>
Work within strengths-based practice framework that promotes and embraces wellbeing and integration for artists encouraging self-determination.	<p>Ensures that the artists is integrated in all aspects of Toi Ora mahi, classes</p> <p>Works collaboratively with artists (and any identified key stakeholders) to support the artists to achieve their self-identified goals (<i>creative & wellbeing</i>) and aspirations</p> <p>Encourages adoption of habits and routines that are conducive to a higher quality of life</p>	<p>Artists see the positive outcomes of their work and find satisfaction in their achievements.</p> <p>Artists provide emergency contacts are connected to a support service/ group and a GP of their choice</p>

KEY RESPONSIBILITIES	PERFORMANCE INDICATORS	EXPECTED OUTCOMES
<p>Help artists to settle into a weekly routine and support attendance in classes where necessary</p>	<p>Help new artists settle into the classes, introduce tutors and other artists when appropriate</p> <p>Support existing artists when coming across challenging situations</p> <p>Support good communication between artists</p>	<p>Artists welcome the interactions with the artist Liaison</p> <p>Artists respect the personal spaces of others (fellow artists and staff)</p> <p>Artists seek friendships with other artists and understand that the Artist mentor is there for support and not their friend.</p>
<p>Support the artist to develop and set individual goals, focusing on their artistic or wellbeing aspects. Utilise community resources to actively work with Artists and their whānau to achieve identified goals and support needs.</p>	<p>Completes 15 face to face hours of meaningful contact with Artists per week.</p> <p>Help artists to formulate some goals and ideas of own personal development</p> <p>Link to other services when helpful</p> <p>Communicate with other service providers when appropriate</p>	<p>15 face to face hours are consistently met each week</p> <p>Goal plans are formally reviewed every 6 months (and in between as need arises)</p> <p>Our services have demonstrable impact on wellbeing, whānau and the community.</p>
<p>Support – Ensure delivery of specified services as per contracts with funding bodies and the requirements of the National Mental Health Standards</p>	<p>Establishes and maintains healthy and positive relationships with all external stakeholders</p> <p>Supports best practices to ensure contractual compliance across all levels of Toi Ora e.g. Recordbase, etc)</p> <p>Supports all referral processes in accordance with policies and procedures</p> <p>Maintains a positive and active presence in the community</p> <p>Maintains knowledge of relevant Acts and regulations e.g. Health and Disability, Privacy and Health Information, Mental Health Act/s,</p>	<p>Positive Stakeholder feedback (external)</p> <p>Correct reporting protocols are observed, and contractual reporting is accurate and timely.</p> <p>Our services have demonstrable impact on whaiora, whānau and the community.</p>
<p>Administration - Perform administrative functions to support the values and service delivery for the organisation, Whaiora and the team</p>	<p>Progress notes are timely and accurate</p> <p>Supports best practices to ensure contractual compliance across all levels of Toi Ora e.g. Recordbase, etc)</p>	<p>Recordbase is up to date</p> <p>Essential information is up to date</p> <p>Health and Safety records are up to date</p>

KEY RESPONSIBILITIES	PERFORMANCE INDICATORS	EXPECTED OUTCOMES
Adheres to Toi Ora Health and Safety protocols	<p>Toi Ora is a safe place for everyone Keeps self in a good balanced mental health.</p> <p>Ensures safe practice, understanding and keeping boundaries with the Whaiora</p>	<p>Contributes and models safe practice</p> <p>Raises issues when appropriate</p> <p>Focuses on solving issues.</p>
Effective and efficient resource utilisation	Resources utilisation is in accordance with policies and procedures.	<p>Resources are managed effectively and within budget</p> <p>Damage to resources are minimal</p>
Demonstrate an awareness of key national documents, initiatives, strategies and their relevance to service provision	Promotes an awareness of key national documents/initiatives/strategies and their relevance to service provision	Correct protocols are observed
Professional Development	<p>Works in partnership with the Director to identify personal learning needs and to ensure personal competence to perform the activities of the Artist Liaison role</p> <p>Demonstrates competence in computer skills and utilisation of computer programmes</p>	<p>Attends mandatory and role specific training as arranged and regularly reviews learning objectives</p> <p>Participates in a personal annual performance development process</p>
Promotes the professional discipline within the team	Supervision occurs in accordance with Toi Ora policy	Active participation in Supervision/ Practice review (Performance Profile)
Te Tiriti o Waitangi Obligations	Ensures the professional integrity of Toi Ora by carrying out all functions in compliance of the Te Tiriti o Waitangi and by demonstrating a strong commitment to keeping the Treaty alive	Demonstrates an understanding of the Principles of Te Tiriti o Waitangi and is able to translate how these relate to the development and application of service specific initiatives for Māori and non-Māori

Tikanga/Cultural Competency

Accountability and Expected Target

- Understanding/appreciation of te reo Māori me ona Tikanga Māori
- Acknowledge and incorporate Toi Ora into all areas of day-to-day duties and responsibilities
- Display a willingness to work positively with organisational strategies to improve health outcomes for Māori
- Affinity to working with Kaimahi, Artists and Whānau
- Contribute to an inclusive learning environment that acknowledges uniqueness as part of the whole

Health, Safety and Security

Accountability and Expected Target

- Meet health and safety obligations for Toi Ora, ensuring personal safety in differing workenvironments for all employees and contractors
- Provide active input to all Health and Safety meetings, processes and practices
- Undertake all work in a safe manner and follow all company and workplace Health and Safety procedures
- Follow procedures in relation to the correct operation of equipment and the use of PPE (Personal Protective Equipment) when required
- Adhere to the Health and Safety policies and procedures of Toi Ora at all times
- Accurately report incidents and accidents within 24 hours of an incident occurring

Quality Assurance

Accountability and Expected Target

- Work with Toi Ora to define and implement strategies to support continuous quality improvement for the organisation, Artists and the team
 - Actively participate in and contribute to internal and external quality improvement activities as required.
 - Educate / inform according to best practice guidelines and training
 - Work closely with Toi Ora to identify opportunities for continuous quality improvement in the delivery of services
 - Actively contribute to continuous quality improvement activities ensuring that Artists and Whānau needs are met and exceed their expectations
 - Adhere to the Policies and Procedures of the organisation at all times
 - Contribute to the organisations Tikanga Best Practice Guidelines (policies and procedures)
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Person Specification

Artists Liaison

Community Support Worker

Essential Qualifications and Experience

The Artist Liaison will have a minimum Level 4 Mental Health qualification or **similar desired**, and have a strong affinity towards creative expression and understanding of the creative process and/or 3+ years' experience of relevant health or social services delivery, especially within Māori Health, Mental Health and Addictions services.

(In exceptional circumstances should you not have the Level 4 mental health and addiction qualification; Toi Ora may at its discretion support you to obtain this)

Essential Skills and Competencies

- Excellent verbal and written communication skills
- Strong problem solving ability
- Highly value driven and quality orientated
- Ability to work in high pressure situations, maintaining composure
- High attention to detail from reporting to assessing likely issues
- Ability to work across the lifespan, including alongside youth and senior whaiora
- Ability to identify and mitigate risk
- Manages time effectively to achieve desired results
- Displays professional positive attitude to maintain appropriate standards
- Strong inter-personal skills - ability to build rapport with Artists and provide encouragement
- Ability to work cohesively and effectively with other team members
- Flexibility – ability to work with a varying Artists recognising their unique circumstances
- Ability to identify needs and provide appropriate support
- Relationship management skills including a demonstrated ability to establish and maintain effective relationships with a wide range of stakeholders
- Appreciation and understanding of Te Reo me ona Tikanga
- Experience in working in a values based culture where values determine culture, practice and function as a part of everyday operation
- Demonstrates ability to facilitate meaningful engagement with communities and colleagues, is able to develop and provide presentations across a wide range of settings and audiences, is able to effectively influence colleagues and drive change;
- Consistently practices in a culturally safe way, recognising and respecting the boundaries of the professional relationship.
- Fully conversant with relevant legislation, standards and regulations and their practical application
- Proven ability to challenge in a proactive way without creating a negative environment
- Demonstrated ability to learn and adapt in a fast changing and vulnerable environment
- Knowledge of relevant agencies and services, and the NZ State organisation funding processes
- Occasionally able to work after hours and weekends when needed

Miscellaneous

- Demonstrate flexibility and willingness to adapt to change as a result of changes and development within the wider Health sector
- Other duties reasonably within the capability of the employee may also be required from time to time. The employee's duties may be altered following consultation with the employee

Technical Skills

- Fully conversant with the Microsoft suite of office based software

Consultation

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Employee Signature: _____ Date: ___/___/___