

Position Description

Position title:	Mental Health Program Coordinator – The Dax Centre
Position number:	TBC
Business Unit/Branch:	Programs and Services
Classification:	Grade 4 - Amusement, Events and Recreation Award 2020
Salary:	\$60,000 - \$70,000
Employment status:	12-month contract
Position reports to:	Gallery Manager
Number of reports:	Nil
Work location:	Melbourne (Dax Centre)
Position contact:	Name: Stef Harris Email: info@daxcentre.org

Position purpose

SANE Australia exists to make a real difference in the lives of people affected by complex mental health issues through support, research and advocacy.

Our vision is an Australia where people affected by complex mental health issues live long and fulfilling lives, free from stigma and discrimination.

As part of SANE Australia, The Dax Centre provides artists with lived experience of mental health issues opportunities for creative expression while fostering social change by expanding the public's awareness of mental illness and breaking down stigma through art.

The Mental Health Program Coordinator reports to the Gallery Manager and is a critical member of the Dax Centre. This role will:

- Be responsible for the delivery and growth of the Education Program
- Provide support and mental health oversight for the Studio Dax Program

Key relationships

- Gallery Manager
- Studio Dax Staff Artists
- Curator and Collections Manager

Key Accountabilities

- **Studio Dax**
 - Develop and implement studio policies and procedures with mental health framework
 - Assessment and Screening of Suitability and eligibility of participants to Dax programs and Services
 - Review and Monitor wellbeing plans of Staff artists and participants

- Back up for staff artists when escalation occurs for a participant or staff member
- Manage exit of participants from Programs and Services
- Ensure any incidents involving visitors, staff or volunteers are recorded as per SANE processes and procedures

- **Education Program Management**
 - Delivery of the education program
 - Grow education program participation and build on existing database of education program contacts
 - Contribute to budgets and targets for the programs
 - Assist in the development of funding proposals
 - The development of key relationships crucial to the success of the learning programs
 - Recruit, induct and roster Education program volunteers
 - Coordinate speakers and lived experience ambassadors
 - Manage booking enquiries and schedule education providers
 - Ensuring everyone understands their OH&S responsibilities and duties for the studio program

Selection criteria

Essential Requirements:

- 3+ years in a similar role
- Undergraduate in Counselling, Psychology, Social Sciences or Mental Health diploma equivalent
- Appropriate skills, knowledge, experience and a proven interest in arts and mental health
- Program and training facilitation experience
- Understand the learning needs for secondary and primary school aged students, especially in relation to mental health and the arts
- Business Development experience in growing the attendance numbers of similar program
- Understanding of the wellbeing programs available in schools across Australia (desirable)
- Strong administration skills and information technology skills, with an ability to operate computer systems and software including MS Office, Adobe Photoshop (desirable), InDesign (desirable), online databases and web authoring tools
- A commitment to delivery of excellent customer service and experience
- Good communication skills and strong interest to engage with Stakeholders
- Able to work unsupervised to meet deadlines for event delivery, and marketing
- Excellent planning and organisational skills, able to work autonomously and manage a range of tasks with conflicting priorities
- Proven ability to be hands-on, flexible, resourceful and cost-conscious in a small team environment
- Demonstrated ability to take initiative to improve and enhance existing systems and procedures

Desirable Requirements

- Cert IV training and assessment (desirable)
- Art therapy training (desirable)
- Previous experience in education (desirable)

Pre-Employment Checks

All appointments to SANE are subject to reference checks, criminal record checks and a double-vaccination requirement. Some positions may also be subject to a medical check and/or 'Working with Children Check'.

Date PD Adopted:	June 2022
PD Review Date:	June 2024