

Job Description: Dance Movement Therapist

Position Title	Dance Movement Therapist
Role Type	Full-time, permanent
Location	Auckland
Reports To	Director
Number of Direct Reports	0
Date Revised	November 2019

Key Objective

To effectively design, lead and deliver supportive, safe and empowering dance movement therapy programmes for children and adults with a focus on those with disabilities, special needs and mental health challenges.

Skills & Responsibilities

Skill	Responsibility
Programme Delivery	<ul style="list-style-type: none"> ● Deliver safe, contained and age-appropriate sessions with individuals, groups and/or families as directed. ● Develop creative, movement/dance based therapeutic interventions in response to client needs. ● Key responsibilities include: <ul style="list-style-type: none"> ○ Group DMT programme design and leadership ○ Induct assistants and volunteers on the day's session plan, goals and any special responsibilities and debrief post-session ○ Set up and pack down the therapy space/room ○ Ensure all clients are signed in ○ Facilitate therapy sessions, both group and individual ○ Explore a variety of dance and/or movement styles that utilise available resources and client interests ○ Manage & maintain the dance props, report any damages to DTNZ office and any requests for new or different props ○ Support the running of one-off parent workshops and other outreach programmes or special projects
Clinical Tasks	<ul style="list-style-type: none"> ● Conduct assessment consultations with new clients to assess their abilities & needs ● Review clients' abilities & needs and set & review therapy goals by holding review meetings ● Maintain clinical notes on clients and sessions ● Report progress to clients, families and/or carers; manage and communicate goals and progress clearly ● Attend DTNZ fortnightly clinical supervision as scheduled ● Lead DTNZ Team Clinical Supervision sessions as required ● Write reports, as required ● Maintain confidentiality ● Attend two team meetings per term and any training opportunities that arise to support your continuing professional development

	<ul style="list-style-type: none"> • Lead the team in contributing knowledge and experientials to team meetings and team trainings as required • Abide by the ethical guidelines of the DTAA
Induction of Assistants & Volunteers	<p>Meet with new assistant prior to the first group session and ensure training including the following:</p> <ul style="list-style-type: none"> • Debrief/overview of individual clients in group • Responsibilities within sessions • Understanding client needs • Confidentiality • Health & Safety at venue, child safety and personal safety
Administration	<ul style="list-style-type: none"> • Comply with all DTNZ procedures, policies and code of conduct • Meet regularly with the DTNZ Admin Team to discuss programme management, development and administration issues • Record accurate and detailed session notes, attendance sheets and any client/therapist stories for each session, uploading all to database within one week of the session taking place. • Complete additional forms with clients including bi-annual evaluation forms and return to DTNZ Office in a timely manner
Communication & Marketing	<p>Support the marketing and communication strategies, including:</p> <ul style="list-style-type: none"> • Communicate with parents/clients/caregivers outside of sessions via email and phone, as needed, throughout the term • Complete termly group emails to parents as set out in term at a glance deadlines • Support DTNZ marketing initiatives by promoting your groups • Present at events/workshops/meetings as directed to promote DTNZ • Take photos during sessions (where photographic permissions have been obtained from clients) as directed to promote DTNZ
Risk Management	<p>Ensure the safe delivery of all programmes through strategies including:</p> <ul style="list-style-type: none"> • Identify and promptly report any health and safety risks or incidents to the DTNZ Admin Team including where assistant or volunteer safety may have been compromised or challenged • Comply with Health and Safety Act and Vulnerable Children's Act policies • Maintain confidentiality in all record keeping and communication • Ensure First Aid Kits are stocked and on hand at all times • Ensure all risks are isolated or removed

The above list of skills and responsibilities are not exhaustive. Other duties will be allocated to the person in this position as appropriate.

Behavioural Competencies

Area	Competency
Programme Delivery	<ul style="list-style-type: none"> • Demonstrates ability to lead and inspire • Demonstrates passion and drive in execution to ensure standards are exceeded • Demonstrates professionalism through effective programme delivery • Arrives punctually to all sessions
Clinical Skills	<ul style="list-style-type: none"> • Understands and utilises Laban Movement Analysis in assessment and intervention • Demonstrates ability to assess clients' needs and abilities • Demonstrates understanding of development in children and adults • Able to identify therapy goals for clients based on assessments • Able to review therapy goals over time and make adjustments • Demonstrates ability to write clinical records and written reports

	<ul style="list-style-type: none"> • Able to relate to children, their parents, and adults in clinical settings, irrespective of client ability • Demonstrates understanding of and ability to make use of clinical supervision, and ideally ability to facilitate clinical supervision sessions
Leadership	<ul style="list-style-type: none"> • Demonstrates openness and honesty in their dealings with other people • Earns respect • Supports and coaches those working with them to enhance the effectiveness of people • Provides positive energy in the face of adversity • Confident public speaker
Professionalism	<ul style="list-style-type: none"> • Acts in a way that supports trusted relationships • Shows pride in work and achievements • Demonstrates professional competence and mastery of subject matter • Shows persistence when faced with difficult problems or challenges • Is conscientious and efficient in meeting commitments, observing deadlines and achieving results • Detail-orientated
Administration	<ul style="list-style-type: none"> • Values administrative tasks as highly as programme delivery and understands the importance of carrying out both to a high standard • Excellent grasp of written and spoken English • Excellent organisational, planning and time management skills • Excellent computer and technological literacy • Efficient work ethic
Teamwork	<ul style="list-style-type: none"> • Demonstrates an ability to be part of a team • Shows a willingness to share information and capabilities within the team
Interpersonal Skills	<ul style="list-style-type: none"> • Active listening and back-checking to avoid miscommunication • Demonstrates interpersonal rapport • Poised when in interpersonally challenging situations
Development Skills	<ul style="list-style-type: none"> • Actively explores opportunities for programme development and refer any leads to DTNZ Admin Team • Passionate about growing the dance movement therapy profession in Aotearoa New Zealand • Excited about, and capable of, mentoring those new to the field

Relevant Training and Experience

Qualifications(s)	<ul style="list-style-type: none"> • Masters in DMT or related MA + DMT coursework to meet alternate route Professional DMT registration • Professional member of DTAA, ADTA or equivalent (plus meets criteria for DTAA professional membership) • Full, clean driver's licence • Current first aid certificate (can be obtained post appointment) • International applicants must have the ability to obtain a valid working visa (DTNZ can provide support with this)
Experience	<ul style="list-style-type: none"> • A minimum of five years full time postgraduate experience working in mental health using Dance movement therapy • A proven track record of leading successful dance movement therapy groups with a range of populations • Short and long term individual DMT sessions with a range of clients • Experience working with people with special needs and disabilities preferred • Experience working with survivors of sexual abuse preferred • Ongoing professional development with specific relevance to working with survivors of sexual abuse in trauma-informed ways • History of attending regular clinical supervision for DMT practice • Experience facilitating DMT Clinical Supervision is strongly desired