

# Childminder Family Inclusion Network



## Who we are

Micah Projects is a community based, not-for-profit organisation with a vision to create justice and respond to injustice at the personal, social, and structural levels in church, government, business, and society.

Micah Projects subscribes to the principle of non-discrimination that seeks to guarantee that human rights are exercised without discrimination of any kind based on race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth, or other status such as disability, age, marital and family status, sexual orientation and gender identity, health status, place of residence, economic and social situation.

We believe that every adult and child has the right to a home, an income, healthcare, education, safety, dignity, and connection with their community of choice.

## Work Health and Safety

Everyone has a right to feel safe at work, and Micah Projects is committed to minimising the risk to any staff member, student, volunteer, contractor, consultant, and Board Member within the organisation. We work collectively to comply with the *Work Health and Safety Act 2011*.

## What we do

Micah Projects works to break down barriers that exclude people from housing, healthcare, employment, and meaningful connections, and to give people a voice.

We support individuals and families including children to resolve crisis, break social isolation, have a home, access health and community services, and build a community.

We provide a range of support and advocacy services to individuals and families according to their needs. We ensure the immediate needs of participants are met in a supportive, informed, safe, and respectful manner.

## Equal Opportunity

Micah Projects is an equal opportunity employer and promotes access to employment to individuals from a diverse range of social and cultural groups. We acknowledge the First Peoples of Australia as the traditional owners of this land and support their right to self-determination and cultural expression. We recognise that Brisbane is a diverse community and acknowledge the needs of individuals, families and communities relating to age, gender, disability, sexuality, and economic status.

## Working together:

It is important to Micah Projects that people feel welcome, have choices, and do not experience discrimination when working with Micah Projects. It is our aim to work with participants, each other, and our partners to respectfully share knowledge, ideas, resources, and skills in order to improve the service for the people we support, and the people who work as part of Micah Projects.

## Child Safe and Vulnerable Adult

Safeguarding Children and young people are entitled to live in a caring and nurturing environment and to be protected from harm and exploitation. Micah Projects is a child-safe and child-friendly organisation that prioritises the safety and wellbeing of children and young people. We actively provide guidance for management, staff, and others in identifying and responding to concerns about the abuse or neglect of a child or young person in contact with the organisation. We extend these principles to create safe services for all participants we work with.

# Micah Projects commitment to vulnerable and marginalised populations

Micah Projects Vision and Mission articulate our commitment to actively engaged with people who are marginalised, vulnerable and in many situations present with challenging behaviour.

Working in Micah Projects you are expected to proactively support this vision and mission whilst balancing the needs of staff to work in a supportive and safe environment.

To do this we actively work together to ensure that staff have the skills and knowledge to understand that many people who access our services do not have the ability to always regulate their emotions. This often occurs when they are frustrated, do not understand what options they have, and are impacted on by substance use or alcohol. The consequences result in staff being exposed to in appropriate and challenging situations which we are committed to providing training and support to problem solve and ensure services can be maintained.

Micah Projects actively wants to adapt a shared responsibility approach for creating a resilient culture whilst providing services to our most vulnerable participants. This requires self-awareness and a proactive approach within our organisational systems. We support staff in understanding the approach and context in which we work. We encourage staff to communicate their needs within this environment and a willingness to engage in problem solving strategies whilst providing support to participants.

Micah Projects provides outreach service in the community, centre-based services and services via phone. Our goal is to always disarm people with courtesy, respect and clear communication recognising that we may not always get it right and will learn from our participants when necessary. We recognise that many participants of Micah Projects have long histories of trauma from childhood and as adults. Whilst this is not an excuse for behaviours that are threatening to others, it is also an opportunity for participants to learn alternative ways of meeting their needs. This is how we implement a trauma informed and sensitive approach to our work.

We are committed to providing a culture of wellbeing and safety for our staff. Employees can access support and guidance internally and externally, as outlined in our Wellbeing Guide.

# Position Overview

<b>Position Title</b> Childminder	<b>Team</b> Family Inclusion Network
<b>Reports to</b> Team Leader	<b>Line Manages</b> Volunteers
<b>Classification/Award</b> Level 4 Children Services Award	<b>Talkin</b> Team Leader
<b>Based at</b> South Brisbane	<b>Backup when absent?</b> Team

**Family Inclusion Network**

The Family Inclusion Network (FIN), is a network of parents and Brisbane non-government organisations who believe the voices of families matter.

FIN facilitates opportunities for parents and kin to be advocates for children and themselves on issues that affect their lives. FIN brings together government agencies and representatives, parents, and extended family members to work collaboratively on policies and issues that affect families.

Commencing in May 2025, FIN will be facilitating Parent Advocacy Training at TAFE Caboolture. This course includes weekly sessions for 14weeks, Fridays 10:30am-2:30pm commencing 9 May to 29 August (2-week break for school holidays). Childminding is being provided to parents attending the course.

# Position Description

## As a Childminder, you will...

work as part of the Family inclusion Network Team to provide high quality childminding and volunteer coordination during Parent Advocacy Training classes

### Key Responsibilities

- Provide a welcoming and professional child-minding environment and supervise volunteer child minders for weekly classes while parents attend the training.
- Ensure children are safe, secure and their individual needs are met at all times.
- Engage children in fun, age-appropriate activities and ensure the safety of children aged between 0 and 6 years.
- Ensure that confidentiality is maintained, and privacy of children and families is respected at all times.
- Perform specific tasks including, but not limited to, supervision of children, running of activities, cleaning, and food preparation.
- Ensure that childminding area is fit for purpose, set up and returned in original state.
- Ensure that all equipment used is well maintained, age appropriate and safe to use; report any damaged or faulty items and equipment.
- Meet all regulatory and legislative requirements including incident and emergency reporting, mandatory reporting, record keeping, etc.
- Participate in staff/team meetings and contribute ideas.
- Commitment to child and participant safeguarding.
- Perform other duties as assigned by Supervisors.
- Commitment and contribution to a safe workplace as per the Work Health and Safety Act 2011.

### Stakeholder Engagement

This position as part of a team engages with the following organisations and individuals:

- Families and Children
- FIN Team
- Organisational Services
- Other Micah Projects Teams

# Criteria and Conditions

<b>Criminal History Screening</b>	<input type="checkbox"/> National Police Certificate	<input checked="" type="checkbox"/> Blue Card
	<input type="checkbox"/> Yellow Card	<input type="checkbox"/> AHPRA Registration
<b>Driver's License</b>	<input type="checkbox"/> Essential	<input checked="" type="checkbox"/> Desirable
<b>Travel</b>	<input type="checkbox"/> Essential	<input type="checkbox"/> Desirable
<b>Assets Provided</b>	<input type="checkbox"/> Work Computer	<input type="checkbox"/> Work Phone
	<input type="checkbox"/> Pool Vehicle	<input type="checkbox"/> Packaged Vehicle

## Essential

- Demonstrated commitment to upholding child and participant safeguarding principles.
- Relevant experience and/ or appropriate qualification in relation to childcare (including certificate, diploma, or tertiary qualification).
- Current first aid certificate (including asthma and anaphylaxis).
- Demonstrated interest in working with children and basic understanding of children's development including ability to plan and run engaging activities that are age appropriate (0 to 6 years).
- Demonstrated ability to use effective communication strategies and processes involving well developed interpersonal skills when communicating with children, parents/carers and volunteers.
- Demonstrated ability to respect the individual and cultural needs of children and families from various backgrounds.
- Demonstrated knowledge and use of IT systems including personal information and case management systems, data collection, Microsoft products.
- A positive attitude, and the ability to work flexibly and proactively in a team environment and autonomously within program guidelines with a commitment to the values and principles of Micah Projects to meet community needs.
- Demonstrated commitment to cultural diversity and a working knowledge of equity and WHS principles in the workplace.

## Desirable

- Current NDIS Workers Screening services positive exemption notice card
- Experience supervising staff or volunteers

## General Conditions

- All employees are to practice the values of Micah Projects as outlined in the Code of Conduct.
- Appointment to this position will be subject to a criminal history check as outlined in the organisational Criminal History Screening Policy. All employees are required to cover the cost of this.
- All employees are to have valid working rights in Australia.

- All employees must utilise Micah Projects systems to facilitate the quality of the organisation’s work and services. This includes, but is not limited to, Microsoft Office suite, Quality, Human Resource, Finance, Data, and Case Management Systems.
- Employment in this position is subject to continued funding.
- Employment may involve work or training outside of normal business hours.
- All employees will comply with Workplace Health and Safety legislation as outlined in organisational policy and procedures.
- All employees are required to engage in support and coaching through the organisational performance development system.

## Acknowledgement

**I have read this Position Description and understand the requirements and responsibilities of this position as part of my employment with Micah Projects**

**Employees Name** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

---

<b>Document History</b>		<b>Version Number</b>	01
<b>Original Date</b>	December 2023	<b>Revised Date</b>	March 2025

▪