

Support and Advocacy Worker Home for Good



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 inappropriate 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

Position Title

Support and Advocacy Worker

Team

HUB Team

Reports to

Team Leader

Line Manages

Team Leader

Classification/Award

Level 3 SCHADS Award

Talkin

Team Leader

Based at

West End

Backup when absent?

Home For Good, HUB Team

Home for Good

Home for Good works to find sustainable solutions for people who are homeless or for individuals, families and children who might become homeless without support. Located in inner-city Brisbane, a range of services are available for individuals and families including information, support, advocacy, health, recreational, and employment services.

These services are funded and compliant with Queensland Government Specialist Homelessness Program Guidelines.

Position Description

As a Support and Advocacy Worker, you will...

work as part of Home for Good to provide either centre based or outreach services through assessment, triage and prioritisation based on presenting needs of individuals and families who are experiencing homelessness or at risk of homelessness.

Stakeholder Engagement

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

- Organisations and Services within Brisbane Local Government Area
- Service Providers

Collaboration within the Cluster and across Micah Projects Clusters and initiatives may include:

- List main areas that the position collaborates with i.e.
 - Inclusive Health Partnerships
 - Homelessness to Home
 - Domestic and Family Violence

Key Responsibilities

Service Delivery

- Undertake centre based or outreach services using a trauma informed person-centred approach.
- Work within a team managed rostered program that delivers planned support and service continuity.
- Development of support and health care plans.
- Advocate, liaise and build mutually beneficial working relationships with both internal and external stakeholders.
- Preparation of documentation for housing and eligibility of services.
- Preparation and submission of referrals to internal teams/programs/service delivery areas within the organisation.
- Preparation and submission of referrals to external agencies and organisations where applicable.
- Transportation of individuals to support services or safe accommodation where applicable.
- Respond to incoming referrals as applicable in accordance with contractual agreements. » Enter and process all data into appropriate systems accurately and on time according to internal policy, processes and data/case management systems based on contractual agreements.
- Participate in all supervision and professional development as requested and to provide input into individual professional development plans. » Attend meetings and training sessions.
- Commitment and contribution to a safe workplace as per the Work Health and Safety Act 2011, including compliance around any biological hazards such as body fluids, bacteria, and infectious disease, manual lifting techniques.
- Assist Team Leaders to undertake administrative, practice and quality requirements in Micah Projects systems.
- Perform other relevant duties as assigned.

Collaborative practice

- Work as a collaborative member of the multidisciplinary team, reflecting the values of the organisation.
- Work as an inclusive member of the team, providing appropriate mentoring and guidance as required.
- Demonstrate a high level of teamwork, support, engagement, and communication.

Professional practice

- Participate in all supervision and professional development as requested and to provide input into individual professional development plans.
- Provide high level professionalism, sensitivity, and responsiveness to the needs of internal and external people/partners.
- Accountable and responsible for making sure that organizational data and records are accurate, complete, and consistent, and used in accordance with policies and procedures and agreed upon evaluation processes.

Criteria and Conditions

Criminal History Screening

- ☒ National Police Certificate ☐ Blue Card
☐ Yellow Card ☐ APHRA Registration

Driver's License

- ☒ Essential ☐ Desirable

Travel

- ☐ Essential ☒ Desirable

Assets Provided

- ☒ Work Computer ☒ Work Phone
☐ Pool Vehicle ☐ Packaged Vehicle

Essential

- Formal qualification relevant to the role and/or demonstrated experience working in a community-based environment.
- Demonstrated knowledge or the capacity to acquire knowledge of a solution focused and problem-solving approach to crisis, planned support and advocacy.
- Demonstrated engagement and interpersonal skills, through a non-judgemental approach when working with a diversity of people, particularly those in crisis situations and who are homeless or at risk of homelessness.
- Demonstrated ability to use effective verbal and written communication skills, with an ability to advocate with both community and government services.
- Demonstrated knowledge and experience of working with Aboriginal and Torres Strait Islander peoples, and people with a culturally and linguistically diverse background.
- Demonstrated IT capability - experience in using computer-based data and case management systems, as well as Outlook, and Office (Word and Email).
- 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.
- Evidence of effectiveness of communication style, written and verbal skills, and IT competencies (including Microsoft Office and other IT systems)
- A positive attitude, and the ability to work flexibly, adaptively, and proactively in a team environment with direction and autonomously within program guidelines with a commitment to the values and principles of Micah Projects to meet community needs.

Desirable (if applicable)

- Demonstrated knowledge of disadvantage, poverty, and homelessness in our community.
- Training in Trauma-informed Practice.
- Current First Aid Certificate.

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** _____

Document History		Version Number	01
Original Date	December 2023	Revised Date	January 2024