



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.

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*.

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.

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.

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.

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. When dealing with challenging behaviour, 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

Early Childhood Educator

## Team

Caboolture Young Mothers for Young Women

## Reports to

Team Leader

## Line Manages

Nil

## Classification/Award

Level 4, SCHADS 2010

## Talkin

Team Leader

## Based at

Caboolture

## Backup when absent?

Team

## Micah Projects – Caboolture Young Mothers for Young Women

Caboolture Young Mothers for Young Women offers support to young pregnant and parenting women, 20 years and under, their children and families who reside in the Caboolture region. Young women can access a variety of different services through WellSpring Hub including group work, case management, antenatal services, child health clinic and other visiting services.

The program provides a two-generation approach meeting the needs of the parents and their children. We celebrate the strengths of young women who are parenting and recognize issues related to housing, health, social isolation, employment, education and income are interconnected and solutions require an integrated approach.

Micah Projects has recently commenced work in partnership with Hand Heart Pocket. This new project aligns with both the Micah Projects Strategic Priorities and the Hand Heart Pocket goal to *ensure that 10,000 of Queensland's at risk young people have the outcomes they need to thrive in adult life*. The project aims to improve the health, wellbeing and meaningful engagement (through study, work or other avenues) of young people who are pregnant and parenting. It builds on and extends the long-standing Young Mothers for Young Women programs run by Micah Projects in Brisbane and Caboolture.

The project includes an Early Childhood Educator Role to establish and implement an early childhood group program for the Caboolture program, aligning with our existing Brisbane program.

The ultimate aim is to support the resilience and stability of young families to allow both parents and children to thrive.

# Position Description

As an Early Childhood Educator, you will...

work as part of the Caboolture Young Mothers for Young Women (CYMYW) team to assist in the establishment and implementation of an intensive early childhood development support program for children of vulnerable families including young pregnant and parenting women 20 and under.

## Stakeholder Engagement

This position as part of a team engages with the following

- Hand, Heart Pocket
- Caboolture Hospital
- Child Health
- Women's Legal Service

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

- YMYW Teams
- Organisational Services
- Other Micah Teams

## Key Responsibilities

### Development and delivery of intensive early childhood development support program

- Assist in development and delivery of early childhood program in partnership with CYMYW staff, family support workers and parents.
- Apply the Parents as Teachers two-generation approach to fostering early childhood and parenting development (training provided)

### Maintaining and developing partnerships and working with families

- Work collaboratively with families, other staff, organisations and community to ensure positive outcomes for children of vulnerable families.
- Develop linkages and partnerships with early childhood education and care providers and other relevant community services.

### Service Delivery

- Promote a culture of respect, safety, and trauma informed approaches.
- Commitment and contribution to a safe workplace as per the Work Health and Safety Act 2011, including compliance.
- Assist Team Leaders to undertake administrative, practice and quality requirements in Micah Projects systems.
- Perform other relevant duties as assigned.

### Data Management

- Complete administration and data collection for reporting and updating the participant management systems.
- Maintain a high quality of work with individuals and families as evidenced by well documented case notes and support plans using the organisational database.
- 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.

#### Collaborative practice

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

#### 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.

## 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

- Demonstrated experience and knowledge of working with children from birth to school age and the development and implementation of early childhood programs that support the learning, social and emotional development of children with complex issues.
- Demonstrated understanding and application of the Australian Early Years Learning Framework.
- Demonstrated ability to work with parents to improve their relationships and interactions with their children, and support their role in promoting school readiness and the healthy development of children including capacity and willingness to conduct home visits with vulnerable families.
- Demonstrated ability to support families to transition their children into high quality and culturally appropriate universal early childhood education and care services, including an ability to develop linkages and partnerships with such services.

- Demonstrated understanding of the issues faced by children of vulnerable families, including young pregnant and parenting women, and those at risk of or experiencing homelessness.
- Proven ability to work effectively within a multi-disciplinary team, and a demonstrated understanding of the skills and components required to participate in a successful team.
- Excellent organisation and planning skills in managing a personal workload in a busy environment with conflicting demands.
- A Bachelor of Early Childhood Education or equivalent ACECQA-recognised qualification (please attach supporting documentation).

## 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** \_\_\_\_\_

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**Document History**

**Version Number** 01

**Original Date** June 2025

**Revised Date**

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