



Safeguarding Children and Families Lead

Leadership Team



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. 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

Safeguarding Children and Families Lead

Team

Leadership Team

Reports to

CEO

Line Manages

Targeted Family Support Team

Classification/Award

SCHADS Level 8

Talkin

CEO

Based at

West End

Backup when absent?

Women, Children and Families Cluster Lead
Supportive Housing Cluster Lead

Position Description

As a Safeguarding Children and Families Wellbeing Lead you will...

Work in collaboration with the leadership team to implement the Child Safe and Vulnerable Adults Safeguarding framework with a focus on children and families. This position will provide expert advice through case consults across the organisation to manage and mitigate risk and safety concerns of children and their families. In addition to working across the organisation to implement the Child Safe and Vulnerable Adults Safeguarding framework this role will provide leadership to a small Targeted Family Support team.

Key Responsibilities

Leadership and Management

- Work in a Shared Leadership environment as outlined in Micah Projects Shared Leadership Charter
- Create an effective and supportive team environment ensuring a shared understanding of the vision, mission, values, and principles.
- Promote a culture of respect, safety, and trauma informed approaches.
- Support wellbeing and resilience of the team whilst managing workloads and problem solving to maintain services to vulnerable people.
- Ensure effective communication and teamwork occurs within a multidisciplinary team environment and efficient management of sensitive information and compliance with the privacy act.
- Ensure management processes are implemented and maintained such as workload management in a high demand environment, positive and respectful relationships, and commitment to proactive engagement with participants.
- Commitment and contribution to a safe workplace as per the Work Health and Safety Act 2011, including compliance.
- Perform other relevant duties as assigned.

Service Delivery

- Drive the strategic vision for safeguarding across teams in line with Micah Projects Safeguarding Framework and associated policies and procedures.
- Lead a small team working with families involved or at risk of involvement with the Department of Child Safety by identifying risks and how they can be mitigated in compromising environments (e.g. motels and hotels).
- Build and lead a multidisciplinary approach to creating a culture of safeguarding across the organisation by promoting and leading a culture within the organisation where safeguarding is everyone's responsibility.
- Build upon existing case management strategies to support appropriate documentation in case management systems regarding protective actions, to mitigate risk and safety concerns.
- Fulfill the requirements of the Child Safety Contact Person role within Micah Projects and provide case consultation to Micah Projects staff on an ad hoc basis and provide guidance to workers (in consultation with their Team Leader and Cluster Lead) to support parents to protect and nurture their children in adverse conditions such as domestic & family violence and child safety concerns.
- Establish and coordinate, across team case coordination meetings, on a regular basis to support vulnerable families and individuals.

- Develop and present training regarding safeguarding, child protection and child safe organisational requirements as required, including supporting the use of risk assessments when working with families.
- Actively participate in a culture of learning and quality assurance through participation in clinical governance committee and leadership forums.
- Establish and maintain effective working relationships with Child Safety and other government and non-government partners.

Partnering with Department Child Safety

- Enhance knowledge and understanding of the Child Protection Act, and processes within Child Safety.
- Enhance child protection risk assessment and understanding needs of families in order to make informed decisions.
- Establish and maintain effective working relationships with Child Safety and other Government and non-Government partners.
- Perform cross sector collaboration, to enhance working relationships between Micah Projects, Child Safety and Government and non-Government partners.
- Facilitate effective collaboration, ensuring the safety and needs of children and young people are maintained.

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 organisational data and records are accurate, complete, and consistent, and used in accordance with policies and procedures and agreed upon evaluation processes.

Essential Attendance

- All required leadership meetings.

Flexible Hours

- Flexibility in relation to working hours is required to meet the requirements of leadership roles. Any work completed outside of standard hours should be managed within flexible work hours in the span of a fortnight, without the accrual of TOIL.
- Working outside of standard hours will be by negotiation for management of after-hours and for stakeholder engagement.

Holiday Periods

- Micah Projects operates as a 365 day a year organisation, which may require members of leadership to be available to work over holiday periods such as Christmas, Easter, and/or other significant cultural periods.

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

- Detailed knowledge of relevant standards and legislation, including but not limited to The National Principles for Child Safe Organisations best practices and The Child Protection Act.
- Relevant Human Services/Business/Administration certificate, diploma or tertiary qualification and extensive experience, or a combination of experience, expertise, and competence
- 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.

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	July 2025
