

Women and Girls Health Hub Lead

Women and Girls Health Hub



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. 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	Team
Women and Girls Health Hub Lead	Women and Girls Health Hub
Reports to	Line Manages
CEO	N/A
Classification/Award	Talkin
To be negotiated	CEO
Based at	Backup when absent?
Caboolture	Nurse Practitioner

Women and Girls Health Hub

This Women and Girls’ Health Hub is funded by Queensland Health to offer services to all women and girls with a focus on priority communities of women and girls who experience worse long-term health outcomes than the general population, due to significant barriers that impact these communities such as lack of culturally safe and appropriate health care. The Hub will offer a mix of medical, nursing, counselling, and social services. True Relationships and Reproductive Health and Women’s Health and Equality Queensland will also be offering services from the Hub.

Position Description

As a Women and Girls Health Hub Lead you will...

Work in collaboration with the Nurse Practitioner to ensure day to day delivery of services, while maintaining accreditation against all required standards

Key Responsibilities

Leadership

- Lead the establishment and overall operation of the Women and Girls Health Hub in Caboolture.
- Establish a new disciplinary team for the day-to-day operation of The Hub and outreach work.
- To establish the schedule for all visiting services and partner at The Hub.
- To plan and work with the Women's Health and Equality worker co-located at The Hub for the purpose of health promotion and group work.
- To establish a Women and Girls Health and Wellbeing Local Network.
- To establish a Terms of Reference and meeting schedule for the Wellspring Operating and Partnerships Committee.
- To participate in Micah Projects Clinical Governance and the local Caboolture clinical governance subcommittee/s.
- To establish the physical environment as a welcoming and supportive environment ensuring it is culturally safe.
- To promote the Women and Girls Health Hub in the local community and to all external stakeholders.
- To establish a life course program for Women and Girls through promoting a diverse range of services and activities.
- To partner with other women's health promotion and services that provide specialist response to women, including First Nations health services.
- To establish a women's consumer advisory group.
- Play a key role in the Clinical Governance Committees of Micah Projects.
- In collaboration with the Nurse Practitioner, monitor agreed Governance requirements within The Hub including risk management framework and reporting and reporting processes.
- In collaboration with the Nurse Practitioner, ensure all RACGP standards are being met.
- 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.
- Perform other relevant duties as assigned.

Organisation Management

- Work in a Shared Leadership environment as outlined in Micah Projects Shared Leadership Guide.
- 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.
- Promote a culture of respect, safety, and trauma informed approaches.
- 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.
- Manage workload and self-care.
- 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.
- Oversee the implementation of CSNET.
- Ensure all funding compliance and reporting are completed accurately and within the given timeframes,
- Work closely with People and Learning to ensure all HR processes are completed through ELMO
- Work closely with the Quality Team to ensure all policies and procedures are reviewed and updated regularly through the designated quality systems.

Essential Attendance

- As the Women and Girls Health Hub Lead, you will at times be required to travel to Brisbane for leadership and stakeholder 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 365 days a year, 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 AHPRA Registration

Driver's License

- Essential Desirable

Travel

- Essential Desirable

Assets Provided

- Work Computer Work Phone
 Pool Vehicle Packaged Vehicle

Essential

- Relevant certificate, diploma or tertiary qualification in community services and/or extensive experience, or a combination of experience, expertise and competence.
- Evidence of effectiveness of communication style, written and verbal skills.
- Demonstrated commitment to cultural diversity.
- 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.
- Demonstrated commitment to upholding child and vulnerable adult safeguarding principles.
- 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.

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
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