

Young Parents Advocacy Project Coordinator

Young Mothers for Young Women



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

Position Title

Young Parents Advocacy Project
Coordinator

Team

Equity and Systems Change/ Young Mothers for
Young Women

Reports to

Equity and Systems Change Cluster Lead

Line Manages

N/A

Classification/Award

Level 6, SCHADS 2010

Talkin

Equity and Systems Change Cluster Lead

Based at

Brisbane, Caboolture, Redcliffe

Backup when absent?

N/A

Cluster/Team or Program Name

Micah's Strategic Roadmap 2024 identifies ineffective systems as one of the key themes impacting on the impact of our work.

The Equity and Systems Change Cluster supports the coordination, visibility and impact of systems change by the users of Micah's services; Micah's participant groups; lived experience workforce; staff and key stakeholders (including researchers, community organisations and Government agencies).

The Equity and Systems Change Cluster enables the sharing of systems change strategies and resources (including those to amplify the impact of voices of Micah Projects participants) and opportunities for collaboration on service and system change.

The focus of the Young Parents Advocacy Project Coordinator role is advocacy with Micah Projects' three Young Mothers for Young Women (YMYW) services – one in Brisbane, one in Caboolture and one in Redcliffe. Young Mothers for Young Women provides support for young parents and their families through targeted outreach support and group programs in a multi-disciplinary team.

The YMYW program offers support to young pregnant and parenting women, their children and their families.

The program provides a two-generation approach meeting the needs of the parents and their children. We celebrate the strengths of young people who are parenting. We recognise the inter-related issues relating to housing, health, social isolation, employment, education and income and the need for an integrated approach.

Position Description

As a Young Parents Advocacy Project Coordinator, you will...

work with Young Mothers for Young Women leaders, staff and participants to refine, document and promote YMYW's approach and outcomes.

You will support efforts to provide high quality integrated services by measuring outcomes, facilitating learning and building partnerships.

Your focus will include efforts to refine YMYW's work with children and young fathers alongside young mothers.

A key purpose of the role is to attract additional investment into YMYW's services through stakeholder engagement, advocacy and promotion.

This role is part of a partnership between Micah Projects and Hand Heart Pocket, the Charity of Freemasons Queensland, which is funded until September 2027.

Stakeholder Engagement

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

- Hand Heart Pocket, the Charity of Freemasons Queensland
- Hospitals, Child Health and allied health partners
- Sector advocacy groups
- Government and philanthropic funders
- Young parents services and advocates.

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

- Equity and System Change Cluster including Impact and Performance
- Cluster Leads for Women, Children and Families and Wellspring Women and Girl's Health Hub

Key Responsibilities

Leadership and Management

- Work in a Shared Leadership environment as outlined in Micah Projects Shared Leadership Charter
- Promote a culture of respect, safety, and trauma informed approaches.
- Ensure effective communication and teamwork occurs within YMYW's multidisciplinary team environment.
- Ensure efficient management of sensitive information and compliance with the privacy act.
- 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.

Service Delivery

- Support YMYW team leaders to deliver high quality services in alignment with YMYW’s service delivery model
- Facilitate shared learning
- Lead outcomes recording and reporting for YMYW
- Engage with young parents to review and improve YMYW services, and to advocate for their needs and investment in YMYW.

Collaborative practice

- Work as a collaborative member of the multidisciplinary teams, reflecting the values of the organisation.
- Demonstrate a high level of teamwork, support, engagement, and communication.

Professional practice

- Participate in all supervision and professional development as requested.
- Provide high level professionalism, sensitivity, and responsiveness to the needs of internal and external people/partners.
- Support YMYW Team Leaders to make sure that organizational data and records are accurate, complete, and consistent, and used in accordance with policies and procedures and agreed upon evaluation processes.

Flexible Hours

- Flexibility in relation to working hours is required to meet the requirements of the role. 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.

Location of work

- This role will work closely with the YMYW teams in Brisbane, Caboolture and Redcliffe. The role should work at each of these sites at least once each fortnight.

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

- Strong understanding of the needs and experiences of young parent-led families.
- Significant data analysis and reporting experience
- Excellent written and oral communication skills
- High level relationship development skills
- Experience facilitating shared learning
- 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

- Experience in successfully seeking funding

General Conditions

- All employees are to practice the values of Micah Projects as outlined in the Code of Conduct.
- All employees are to have valid working rights in Australia.
- Appointment to this position will be subject to a criminal history check as outlined in the organizational Criminal history Screening Policy at employee's cost.
- 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 _____