

Capability

Leadership

Policy

Connectedness

Culture



The organisation

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. We believe that every child and adult has the right to a home, an income, healthcare, education, safety, dignity, and connection with their community of choice.

What we do

We work to **break down barriers** that exclude people from housing, healthcare, employment, and meaningful connections, and to give people a voice. We assist and support each individual or family including children, to resolve crisis, break social isolation, have a home, access health and community services, and build community.

Micah Projects provides a range of support and advocacy services to individuals and families according to their needs and capacity. We ensure the immediate needs of participants are met in a supportive, informed and respectful manner.

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 that work as a part of the organisation.

INFORMATION PACK

Social Enterprise

Volunteer

MICAH PROJECTS



Breaking Social Isolation  
Building Community

### **Equal Opportunity**

Micah Projects is an equal opportunity employer and promotes access to positions 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.

### **Quality statements**

Micah Projects is committed to adhering to well defined, effective procedures that are designed to ensure the quality of our services and activities. We expect staff to understand the relevance and importance of their activities and how they contribute to achieving the quality objectives, and to proactively work and operate within the organisation's quality system.

### **Child Safe Organisation**

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.

### **WHS Statement**

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 2015*.

# Position Overview

<b>Position Title</b>	<b>Team</b>
Hope Street Driver & Meal Prep Volunteer	Social Enterprise
<b>Reports to</b>	<b>Line Manages</b>
Operations Manager	N/A
<b>Employment Status</b>	<b>Hours of Work</b>
Volunteer	2 - 3 hrs from 10am Tuesday. 2-3 Hours on Friday.
<b>Based at</b>	
15 Hope Street, South Brisbane	

## Micah Projects – The Hive Social Inclusion

About the Program: The Hive is funded by the Queensland Community Support Scheme (QCSS) and we are a social inclusion team. We support individuals with In-Home Supports and Community Connections to maintain or regain their independence so they can continue to live safely in their home and actively participate in their communities.



## Position Description

### **As a Driver & Meal Prep Volunteer you will...**

be assisting with the pickup of donated food from Secondbite. You will be liaising with the staff at Secondbite, transferring the boxes of food into the van, selecting any additional produce, and returning it to the cafes. This will also include developing relationships with the staff at the cafes and working as instructed. The secondary role of this position is within the meal preparation team. This involves packaging food, using equipment to seal the packages and labelling everything produced. We are looking for volunteers who can follow instruction, work within the guidelines of Secondbite regarding pickups and act professionally as an envoy of Micah Projects.

# Criteria and Conditions

Driver's License: Essential	Travel: Optional
Criminal History Screening: Essential Blue Card	Assets: N/A

## General Conditions

- » All volunteers are to exhibit the values of Micah Projects, as outlined in the Code of Conduct.
- » All volunteers 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, ProjeX and Accentis.
- » Appointment to this position will be subject to a criminal history check, as outlined in the organisational Criminal History Screening Policy.
- » All volunteers will comply with Workplace Health and Safety legislation as outlined in organisational policy and procedures

## General Conditions

- » All volunteers are to exhibit the values of Micah Projects, as outlined in the Code of Conduct.
- » Appointment to this position will be subject to a valid Blue Card or ability to acquire one, as outlined in the organisational Criminal History Screening Policy.
- » All volunteers need to have a valid Blue Card prior starting their volunteering
- » All volunteers will comply with Workplace Health and Safety legislation as outlined in organisational policy and procedures

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