

Capability

Leadership

Policy

Connectedness

Culture



## INFORMATION PACK

Health & Services  
Integration

Volunteer

### 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.

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**

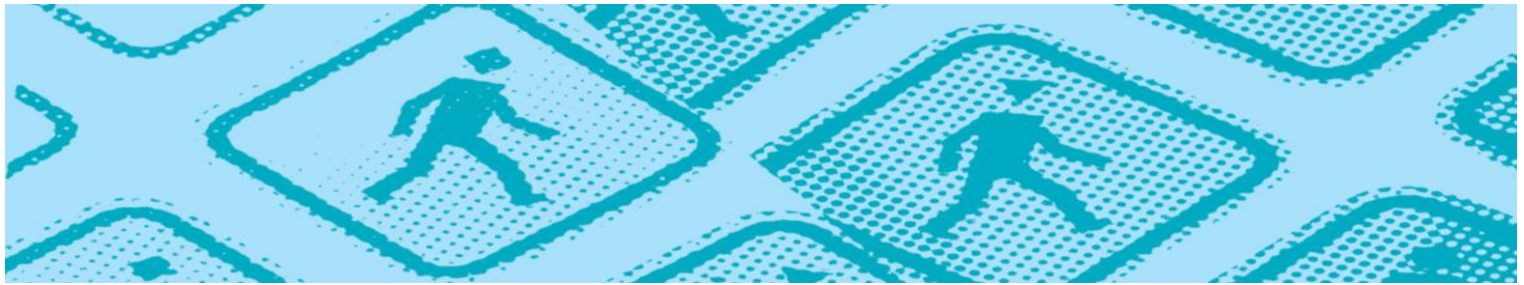
Micah Projects is committed to adhering to well defined, effective procedures that are designed to ensure the quality of our services and activities. We expect staff to understand the relevance and importance of their activities and how they contribute to achieving the quality objectives, and to proactively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

### Position Title

Health support

### Team

(Across all health teams)

### Reports to

Clinical Lead/Cluster Lead

### Line Managers

N/A

### Employment Status

Volunteer

### Hours of Work

2-4

### Based at

West End Q 4101

## Micah Projects – Health & Services Integration

The Health & Services Integration Cluster is dedicated to accommodating diversity and ensuring people experiencing disadvantage in Brisbane have access to healthcare services irrespective of their ability to pay. Delivering high quality health services that are integrated with housing and social supports is an important part of our cluster's vision.

## Position Description

As a Health Support volunteer, you will....

Assist the Integrated health teams maintain adequate medical supplies and assist to maintain medical equipment lists.

### Responsibilities

- » Assist the nursing teams to maintain medical equipment lists, documenting serial numbers of each item and dates for calibration.
- » Assist with stock checking of nursing supplies, bandages, dressings, checking use by dates and support to order new supplies.
- » Assisting the team with delivery of stock, medication, or scripts when appropriate.
- » Support team with scanning, document management, filing.

### Interactions and Relationships

- » Participants
- » Registered Nurses
- » Volunteer Coordinator
- » Inclusive Health Clinic

## Criteria and Conditions

Driver's License: Preferred but Not Essential

Travel: Optional

Criminal History Screening: Blue Card

Assets: N/A

### Essential

- » Ability to work as a part of a team.
- » A friendly personality and good interpersonal and communication skills.
- » Work with limited supervision and be able to take direction when required.
- » Be enthusiastic, reliable, and good organisational skills.
- » A referee who is not a relative and can verify your character and interaction in the community.
- » Experience in health setting is desirable but not essential

### 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.
- » 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.

## Volunteer Expression of Interest