

Capability

Leadership

Policy

Connectedness

Culture



## INFORMATION PACK

Community Connections

Donations Worker

MICAH PROJECTS



Breaking Social Isolation  
Building Community

### 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.

### **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>
Donations Volunteer	Community Connections
<b>Reports to</b>	<b>Line Manages</b>
Volunteer and Donations Coordinator	N/A
<b>Employment Status</b>	<b>Hours of Work</b>
Volunteer	2-10 hours weekly - flexible hours
<b>Based at</b>	
West End Q 4101	

## Micah Projects – Organisational Services /Community Connections

The Organisational Services is integral to supporting the work of Micah Projects and sustaining the organisation as a key resource for people and the community. As a not-for-profit, our core competencies reflect community expectation for transparency, accountability, cost effectiveness and collaboration within the sector. The Organisational Services Cluster does this by supporting the service delivery teams and ensures the governance and legal requirements by fulfilling compliance and accountability in finance; administration; secretarial; governance; information technology; quality; marketing and communications; human resource management; workplace health and safety, fundraising and philanthropy.



## Position Description

**As a Donations Volunteer you will be part of the Donations team and work together with Donations Assistant supporting the Volunteer and Donations Coordinator with...**

- Working as a team member processing in-kind donations together with the Donations Assistant
- Making hygiene packs and placing them in the emergency cupboards
- Distributing donations packs to right teams
- Sorting out donated clothes and distributing them to the teams in need
- Stock control in families and BDVS shelving
- Monitoring the stock of the crisis cupboard

# Criteria and Conditions

Driver's License: Preferred but Not 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

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