



**MHACA**

**Mental Health Association of Central Australia**  
14 Lindsay Avenue, Alice Springs | PO Box 2326 Alice Springs NT 0871  
p: (08) 8950 4600 | f: 08 8952 1574  
e: info@mhaca.org.au | w: www.mhaca.org.au

**Position: Administration and Activities Officer**

**Employment Details:** Pro Rata 34.9 hours per week  
(Tuesday-Friday 8am-4pm, Saturday 9.30am-2pm)

**Remuneration:**

- Level 4 MHACA EBA \$85,977.34 - \$92,503.48
- 6 weeks annual leave plus staff wellbeing allowance
- Salary packaging available

**Location:** Alice Springs

**Reporting to:** Day Program Manager

**Updated:** 9 October 2024

**About MHACA:**

MHACA is a specialist psychosocial recovery and mental health promotion organisation with a strong presence and reputation in the community.

We strive to make a difference in the lives of people living with mental health challenges by supporting participant-driven mental health recovery and assisting communities and organisations to actively improve their mental health and wellbeing.

**Our Values:**

**BELONGING:** Connection - Relationships - Community - Collaboration

**HOPE:** Optimistic - Courage - Goals - Change

**RESPECT:** Listen - Kindness - Fairness - Inclusive

**HONESTY:** Trust - Integrity - Transparent - Accountable

**Your Role:**

The Administration and Activities Officer will work in MHACA's Day Program which facilitates a Drop-in Centre for MHACA participants, and a range of social and recreational group activities.

The role will provide administrative support to the program, which supports people living with mental health challenges.

The role will also support the facilitation of group activities, and the daily functioning of the Drop-in Centre.

**General Responsibilities:**

- Represent and advocate for the needs and interests of MHACA participants.
- Work in accordance with MHACA's strategic direction and uphold the values.
- Actively participate in the organisation's quality, safety and risk management systems.
- Abide by the policies and procedures of MHACA.
- Represent and promote MHACA in the wider community.
- Any other duties which may reasonably be expected in relation to the role.



**MHACA**

### **Role Responsibilities:**

- Keep accurate documentation including making sure the daily activities and Drop-in Centre attendance sheets are filled out and processed.
- Support administration required for NDIS service agreements.
- Organise educational and recreational activities which are diverse and culturally appropriate.
- Support the development, design and promotion of the Group Activities Monthly Calendar.
- Engage and accompany participants to centre-based and community activities.
- Collaborate with Day Program team members to maintain the Drop-in Centre.
- Support participant transportation as required.
- Actively engage with MHACA participants in the Drop-in Centre.
- Support identification of risk, participate in quality processes and assist with risk assessments.

### **Selection Criteria:**

#### **Essential**

- Certificate IV in Mental Health, Community Services, Administration and/or commensurate work experience in similar areas.
- Administration experience with good computer skills.
- Excellent communication skills, both verbal and written.
- Experience in working in a cross-cultural setting or a demonstrated understanding of the principles of cultural safety and cultural competence.
- An awareness of the key issues faced by people living with mental health challenges.
- Ability to develop rapport and communicate to participants from a range of cultural backgrounds.
- Good time management and organisational skills.
- Compassionate, respectful, and patient.
- Ability to work within a team environment and independently.
- Current NT Driver's License.

#### **Desirable**

- Experience with computer programs including Excel and Adobe design software.
- Demonstrated understanding of risk and quality assurance processes.

**For further information please contact Leisa Wallace, Day Program Manager on (08) 8950 4600.**

Applications must address the selection criteria, include a resume and contact details of two current referees.



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**MHACA**

Please email your application to [hr@mhaca.org.au](mailto:hr@mhaca.org.au)

Or post to Mental Health Association of Central Australia

PO Box 2326, ALICE SPRINGS, NT 0871

**Applications close 4pm Friday 1 November 2024**

*The successful applicant will be required to undergo a National Police and a NDIS Clearance Check.*

**ACKNOWLEDGEMENT FOR RECEIPT OF POSTION DESCRIPTION**

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Employee Name (please print)

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Employee Signature

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Date