



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: Intake and Assessment Officer

Employment Details: Full time – 38 hours a week

Remuneration:

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

Location: Alice Springs

Reporting to: Pathways to Recovery Manager

Updated: 31 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:

Pathways to Recovery is a psychosocial recovery-oriented program at MHACA which provides individual support to people living with mental health challenges.

The Intake and Assessment Officer is part of the Pathways to Recovery Team and is the key point of contact for access to MHACA’s services. This role assists members of the community to navigate the mental health service system and access appropriate supports.

General Responsibilities:

- Work in accordance with MHACA’s strategic direction and uphold the values.
- Represent and advocate for the needs and interests of MHACA participants.
- 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.



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This role also provides support to eligible participants to apply for the National Disability Insurance Scheme (NDIS).

Role Responsibilities:

- Be the key point of contact for enquiries about MHACA's support services.
- Conduct intake and assessment processes in accordance with MHACA's procedures.
- Work closely with clinical and other stakeholders to support assessment and referral processes.
- Support participants who are eligible to start the NDIS application process.
- Respond to queries and support people to access appropriate supports in the community.
- Use a strengths-based approach to encourage self-determination and resilience for participants seeking support.
- Maintain high quality documentation including assessment and case notes
- Ensure the confidentiality, privacy and rights of the individual is respected.
- Work with the Pathways to Recovery Team to support participants as required.
- Actively participate in the organisation's quality, safety and risk management systems.
- Engage in supervision, team meetings, training and staff development activities.
- Other duties as directed by Manager/Senior Leadership Team.

Selection Criteria:

Essential

- Qualifications in Mental Health, Community Services, Disability and/or commensurate work experience in similar areas.
- Experience/understanding of working with people who live with mental health challenges.
- A person-centered strength-based approach and the ability to develop rapport with participants from a range of backgrounds.
- Experience in working in a cross-cultural setting or a demonstrated understanding of the principles of cultural safety and cultural competence.
- Strong computer literacy and report writing skills.
- Strong communication, time management and organisational skills.
- An understanding of risk management in the context of social and health service delivery.
- Ability to work within a team environment and independently.
- Current NT Driver's License.

Desirable

- Intake and assessment experience.
- Demonstrated experience in case management or support work.
- Knowledge of the National Disability Insurance Scheme (NDIS).



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For further information please contact Christine Boocock, Pathways to Recovery Manager, on (08) 8950 4600.

Applicants must address the selection criteria within a cover letter. Please include a resume with your application that has contact details of two current referees.

Please email your application to hr@mhaca.org.au

Or post to Mental Health Association of Central Australia

PO Box 2326, ALICE SPRINGS, NT 0871

Applications close 4pm Friday 15 November 2024 however MHACA may choose to interview applicants earlier so apply as soon as possible.

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

ACKNOWLEDGEMENT FOR RECEIPT OF POSTION DESCRIPTION

----- Employee Name (please print)	----- Employee Signature	----- Date
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