



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: Training Manager

Employment Details: Fulltime 38 hours a week

Remuneration:

- Level 6 MHACA EBA \$107451.72 – \$112,201.63
- 6 weeks annual leave plus staff wellbeing allowance
- Salary packaging available

Location: Alice Springs

Reporting to: Senior Health Promotion and Suicide Prevention Manager

Updated: 20 December 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 Central Australian Suicide Prevention Training Program aims to increase the NT populations' protective factors through training and education. It promotes awareness, literacy and intervention that can help to prevent escalating distress and the incidence of suicide behaviours in the community.

The Training Manager will develop and deliver a program of external training workshops to strengthen the capacity of the Central Australian community members to identify and respond to suicide risk and mental health challenges.

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.



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Role Responsibilities:

- Coordinate the delivery of a range of training workshops to strengthen the capacity of the Central Australian community to identify and respond to suicide risk and mental health challenges. These workshops will include Mental Health First Aid, ASIST, SafeTALK and others as identified.
- Work closely with external contracted training facilitators to deliver training workshops, including coordinating their travel, accommodation and associated arrangements.
- Promote the training opportunities to a wide range of stakeholders in Central Australia and the Barkley region, including coordination of marketing campaigns.
- Liaise with local service providers to promote the workshops to increase capacity of their staff to respond to suicide risk and those with mental health challenges.
- Support the identified Aboriginal training consultants throughout their accreditation and registration process
- Maintain appropriate documentation and records of all training delivered by MHACA and provide regular reports as required by funding bodies, management or other stakeholders.
- Assist the Health Promotion Team with community engagement activities when there is capacity to do so, promoting MHACA services and CASPT.
- Preparedness to travel to remote locations to deliver training.
- With support from the Senior Manager, monitor expenditure in line with the set budget.

Selection Criteria:

Essential

- Accreditation to deliver safeTALK and ASIST training, or willingness to obtain.
- Qualifications or experience in education, training, community development, mental health or other relevant area.
- Demonstrated experience in the development, review and delivery of training and resources.
- High level written and verbal communication skills including presentation and facilitation skills.
- Excellent stakeholder management skills.
- Confident and respectful communicator with an understanding of the issues surrounding mental health, and suicide, and the capacity to represent these issues appropriately and sensitively in public.
- Strong IT skills including the use of the Microsoft Office suite of programs.
- Experience in working in a cross-cultural setting or a demonstrated understanding of and commitment to the principles of cultural safety and cultural competence.
- Current NT Driver's License.



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Desirable

- Demonstrated understanding of risk and quality assurance processes.
- Marketing experience.

For further information please contact Helen Lambert, Senior Health Promotion and Suicide Prevention Manager on (08) 8950 4600.

Applications must address the selection criteria in a cover letter and include a resume with 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 will close 4pm Friday 17 January, however we may arrange interviews earlier with suitable candidates so please 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 POSITION DESCRIPTION

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