



MHACA

POSITION: **ACTIVITIES OFFICER**
SALARY LEVEL: \$85,977.34 - \$92,503.48; or equivalent pro-rata per annum (MHACA EBA: Level 4)
POSITION HOURS: Part-Time; Minimum 30 hours a week (casual positions may also be available)
TEAM: Day Program
REPORTING TO: Day Program Manager
LOCATION: Alice Springs, onsite MHACA
POSITION REVIEWED: February 2025

ABOUT MHACA

We are a leading Northern Territory community-managed organisation offering psychosocial support services, NDIS services, suicide prevention training and health promotion initiatives aimed at enhancing the mental health and wellbeing of people living in Central Australia. We specialise in psychosocial recovery and mental health promotion with a strong community presence and reputation.

OUR VALUES

BELONGING: Connection - Relationships - Community - Collaboration

HOPE: Optimistic - Courage - Goals - Change

RESPECT: Listen - Kindness - Fairness - Inclusive

HONESTY: Trust - Integrity - Transparent - Accountable

TEAM DESCRIPTION

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

ROLE DESCRIPTION

The Day Program supports people living with mental health challenges and is a safe space for people to connect with others. As required the role will provide administrative support to the program. The role will also support the facilitation of group activities, and the daily functioning of the Drop-in Centre.

RESPONSIBILITIES

GENERAL RESPONSIBILITIES	
	<ul style="list-style-type: none">• Work in accordance with MHACA's strategic direction and uphold the values.• Work directly with and advocate for the interests of MHACA participants, some who have complex histories and behaviours• Undertake professional development training in line with MHACA's Learning and Development Framework.• Actively participate in the organisation's quality, safety and risk management systems and 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.

ROLE RESPONSIBILITIES	<ul style="list-style-type: none"> • Help organise and deliver diverse and culturally appropriate educational and recreational activities. • Engage and accompany participants to centre-based and community activities. • Actively engage with MHACA participants in the Drop-in Centre by having yarns, playing games and assisting with participant support needs. • Collaborate with Day Program team members to maintain the Drop-in Centre which includes assisting with meal preparation and cleaning the facility. • Assist with participant transportation. • Keep accurate documentation including making sure the daily activities and Drop-in Centre attendance sheets are filled out and processed. • Support administration tasks as required.
WORK HEALTH & SAFETY	<ul style="list-style-type: none"> • Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace. • Work in accordance with MHACA's WHS policy, the WHS Act, Regulations and MHACA Frameworks of Practices; including carrying out your roles and responsibilities in accordance with policies, compliance with workplace inspections, audits and support conducting risk assessments. • Report and work with program manager to actively monitor health and safety and ensure identified WHS non-conformances are rectified.
VALUES & BEHAVIOURS	<ul style="list-style-type: none"> • Conduct all work in line with MHACA values which are: BELONGING: Connection - Relationships - Community - Collaboration HOPE: Optimistic - Courage - Goals - Change RESPECT: Listen - Kindness - Fairness - Inclusive HONESTY: Trust - Integrity - Transparent – Accountable • Adhere to and apply strict confidentiality practices and guidelines to all participant, staff and organisational sensitive information.

ROLE REQUIREMENTS (QUALIFICATIONS & ATTRIBUTES)

ESSENTIAL

- Certificate IV in Mental Health, Community Services and/or commensurate work experience in similar areas.
- Demonstrated administration experience, with good computer skills.
- Demonstrated experience in working in a cross-cultural setting or demonstrated understanding of the principles of cultural safety and cultural competence in Central Australia.
- Demonstrated awareness of the key issues faced by people living with mental health challenges.
- Demonstrated ability to develop rapport and communicate with people, including participants from a diverse range of cultural backgrounds.
- Demonstrated time management and organisational skills.
- Demonstrated ability to work within both team environments and independently.
- Excellent verbal and written communication skills
- Hold a Current NT Driver's License.

DESIREABLE

- Demonstrated understanding of risk and quality assurance processes.
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APPOINTMENT CONDITIONS

- Employment with MHACA is conditional on the employee providing or being able to obtain prior to commencement of employment; a current NT Driver’s License, a Satisfactory Criminal History Check and a NDIS Worker Clearance.
- Persons being considered for a position with MHACA may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.

Position Description Authorised

_____ (February 2025)

Chief Executive Officer

ACKNOWLEDGEMENT

I have received a copy of the Position Description and have read and understand its contents:

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