



MHACA

POSITION: Project Lead - Living Skills Program
SALARY LEVEL: \$116,213.10 - \$121,062.80 (SCHADS/MHACA EBA: Level 7) + 11.5% super
POSITION HOURS: Full-time, fixed term contract until June 2027
TEAM: Health Promotion
REPORTING TO: Senior Health Promotion Manager
LOCATION: Alice Springs, onsite MHACA
POSITION REVIEWED: March 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

ROLE DESCRIPTION

The Project Lead will establish and manage the Living Skills Pilot Program team, who will develop and deliver a lived experience informed tenancy sustainability educational program. The Project Lead will be confident in overseeing the research, program development, budget, resource development, data collection, program delivery and the evaluation process. The role will require strong stakeholder engagement, the ability to work collaboratively and an empathetic and trauma informed approach.

TEAM DESCRIPTION

Mental Health Association of Central Australia (MHACA) and Community Housing Central Australia (CHCA) are partnering to pilot the Living Skills Program. The goals of this program are to understand the real support needs of participants with lived experience of homelessness and unstable tenancies, and to develop a culturally appropriate strengths-based tenancy and living skills program. The Living Skills Pilot Program Team will be part of MHACA's Health Promotion Unit, with governance and guidance by a Program Control Group with membership from MHACA and CHCA.

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 and CHCA participants, some who have complex histories and behaviours • Undertake professional development training in line with MHACA's Learning and Development Framework.
---------------------------------	--

	<ul style="list-style-type: none"> 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"> Collaborate with the Program Working Group to establish, drive and deliver the Lived Experience Co-Designed Living Skills Program. Lead and manage the project team to ensure timely and successful delivery of program objectives. Lead research working closely with clients to collect and analyze data, design and test the program framework. Develop, implement and adapt program deliverables, including monitoring, evaluation, and communication plans in response to changing contexts. Ensure project milestones are met within budget, while coordinating with funders and stakeholders for reporting and compliance. Foster and maintain professional relationships with key stakeholders and funding bodies. Organise and deliver presentations and workshops as needed. Prepare comprehensive reports on programming progress, including financial updates.
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. Demonstrate effective problem-solving skills and the ability to handle competing priorities Demonstrate client focused, trauma informed approaches, including empathy

ROLE REQUIREMENTS (QUALIFICATIONS & ATTRIBUTES)

ESSENTIAL

- Community Services qualifications, or 3+ years’ experience working in a similar role
- Demonstrated experience leading and managing housing or homelessness project delivery teams
- Demonstrated research skills, including collation and analysis of data to inform program practice

- Demonstrated project management skills, with attention to planning, implementing and monitoring
- Demonstrated stakeholder engagement, with the ability to develop and maintain effective stakeholder relationships
- Experience working client focused, aligning lived experience perspectives into frameworks
- Experience managing project budgets, financial reporting and monitoring and evaluation of programs
- Excellent verbal and written communication skills

DESIREABLE

- Demonstrated experience or qualifications working in a trauma informed role
- Research background, using qualitative and quantitative data

EMPLOYMENT BENEFITS

- Competitive, above award wage salary
- Generous Salary Packaging
- 6 weeks’ annual leave and leave loading
- 11 days of personal leave
- Annual Wellbeing Allowance of \$400

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, a NDIS Worker Clearance and a Working with Children Ochre Card clearance.**

Position Description Authorised



(April 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