



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) 8953 5577
e: info@mhaca.org.au | w: www.mhaca.org.au

Quality Project Officer

HOURS:	15.2 hours per week – 12-month contract
CLASSIFICATION:	Level 6 (\$91,345.90 - \$95,377.40 pro rata)
LOCATION:	Alice Springs
REPORTS TO:	Chief Executive Officer/Corporate Services Manager
ENQUIRIES:	(08) 8950 4600

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 with a mental illness by supporting participant-driven mental health recovery and assisting communities and organisations to actively improve their mental health and well-being.

Our psychosocial support services and educational programs aim to enhance the mental health and wellbeing of people living in Central Australia through a range of programs and activities including:

- NDIS funded support coordination, capacity building, living skills and social and recreational activities,
- Individual support to people experiencing mental illness,
- Tenancy support to people who are homeless or at risk of homelessness,
- A day program offering group activities and peer support,
- Mental health promotion to reduce stigma and raise community awareness,
- Support remote Aboriginal communities to build awareness and community capacity to implement suicide prevention strategies,
- Training in mental health first aid, suicide intervention, workplace health and related areas
- Advocacy for improved services at local, state and national levels.

Position summary:

The Quality Project Officer plays a key role in resourcing continuous quality improvement activities, including accreditation processes. The officer works with management, staff, service participants and other relevant stakeholders. The role is to identify, review and develop policies, procedures, and organisation level systems in line with the current direction of the organisation and the Quality Improvement Plan.

Role Specific

- Develop an annual work plan and prepare the organisation for the rolling accreditation and mid cycle reviews for National Standards for Mental Health Services, QIC Health and Community Services Standards and the NDIS Quality and Safety Framework,
- In collaboration with the Chief Executive Officer and Senior Leadership Team, lead the review and development of new and existing policies and procedures required to guide the administration, operation, and decision-making of MHACA,
- Maintain the systems that ensure that all accreditation requirements are delivered within agreed timelines and to agreed standards. This includes working together with all staff to

coordinate internal accreditation activities and processes, leading the activities of the Quality Committee and liaising with Accreditation Providers,

- Liaise with the Work Health and Safety Committee (WH&S) to identify and develop systems, tools and strategies to meet legislative requirements and support a safe workplace, and monitor and respond to identified WH&S risks,
- Work alongside the Senior Leadership Team to build an organisational culture that promotes safety, quality and innovation and fosters a commitment to continuous review and improvement, and
- Assist in the identification of risk areas across all levels of the organisation and support and contribute to the development, monitoring and review of strategies to manage identified risks.

General

- Attend meetings and represent MHACA as required,
- Take reasonable care for own safety and that of other people in the workplace, and
- Any other duties as required by the organisation.

Selection Criteria:

Essential

- A relevant tertiary qualification in quality and safety/ management/ business/ or commensurate experience in one or all of these areas.
- Demonstrated high level of written and oral communication skills.
- Demonstrated experience in the development and implementation of organisational systems, tools and documents to support quality, safety and continuous improvement.
- Demonstrated experience of project management with proven high level administrative and organisational skills.
- High level of proficiency with a range of Information Technologies and software including the Microsoft Office suite of programs, and the capacity to quickly adapt to and learn new programs,
- Ability to work independently under limited supervision and as part of a team,
- Excellent interpersonal skills and the ability to relate well with people from a broad range of backgrounds.

The successful applicant will be required to undergo a Police and Working with Children Check prior to the commencement of employment.

The successful applicant may also be required to have a COVID-19 Vaccination.

For further information please contact David Busuttil on (08) 8950 4600.

or

visit the MHACA website on www.mhaca.org.au

Applicants must address the Selection Criteria and include a resume and contact details of three current referees. Please forward to:

David Busuttil

Mental Health Association of Central Australia

PO Box 2326, ALICE SPRINGS, NT 0871

Email to david.busuttil@mhaca.org.au

Applications close on 27th April 2021 at 4pm.