



MHACA

Mental Health Association of Central Australia

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Day Program Manager

POSITION:	Day Program Manager
HOURS:	Full time 38 hours per week
CLASSIFICATION:	Level 6 (\$97,931-102,262)
LOCATION:	Alice Springs
REPORTS TO:	CEO
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:

In keeping with MHACA's vision, the Day Program promotes opportunities and choices for people with mental health difficulties in a supportive and facilitative environment that promotes recovery. It is a welcoming environment offering practical assistance and support as well as access to structured social, educational creative and therapeutic programs and groups. The Day Program Manager reports to the CEO and works in conjunction with the Management team and other team members to implement social, recreational programs and the drop-in centre.

Key responsibilities:

MHACA is committed to increasing the lived experience workforce and providing training and employment pathways for participants and those with a lived experience of mental illness to work in the drop in providing activities and support. The Manager has primary responsibility for the day-to-day management of the Drop in including implementing programs and activities.

Role Specific

The Day Program Manager leads the Day Program team and will:

- Oversee and evaluate the effective delivery of a recovery focused Day Program and Drop In Centre activities, offering a flexible program of educational, social, therapeutic and creativity-based activities in response to participant interests and their individually identified needs and goals, which includes appropriate cultural and diverse social engagements.
- Provide support and supervision to all staff in the program
- Keep accurate documentation including making sure the daily activities and drop-in attendance sheet are filled out and kept up to date, and data entry .
- Actively participate in the organisation's quality, safety, and risk management systems.
- Engage and support participants and staff in development and delivery of the Program.
- Collaborate and work with internal and external stakeholders.
- Organise materials, equipment and resources for the program and ensure the environment is comfortable, safe and inviting to participants.
- Complete internal and external reporting and accountability requirements in accordance with agreed timelines and funding agreements.
- Attend and contribute to internal meetings and projects and represent MHACA in local networks, at conferences and other relevant settings.
- Work alongside the CEO to monitor program and team performance.
- Other duties relevant to the role as directed by the CEO

Selection Criteria:***Essential:***

1. Tertiary qualifications in Mental Health, Social Work, Education and/or management experience in community services with commensurate work experience in these similar areas.
2. Demonstrated experience in a leadership role and the supervision of staff.
3. Excellent communication skills, both verbal and written and the capacity to communicate well to participants from a range of cultural backgrounds.
4. Demonstrated experience in the design, development, implementation, and evaluation of service delivery programs.
5. Demonstrate awareness of the key issues faced by people living with a mental illness, particularly for people living within Central Australia.
6. 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.
7. Well-developed communication skills, including interpersonal skills, networking, report writing and group facilitation.
8. A current NT driver's license

Desirable

- A lived experience of mental illness
- Knowledge and understanding of the National Mental Health Strategy, NDIS and the National Standards for Mental Health Services

What's in it for you:

- A competitive Salary that is above award
- Salary Packaging, meaning a large amount of your package is tax free
- 6 weeks' annual leave and leave loading
- Superannuation
- Annual Wellbeing Allowance of \$400
- 11 days of personal leave
- Access to an Employment Assistance Program
- Monthly supervision
- A comprehensive training and development program

CONDITIONS OF EMPLOYMENT

The successful applicant will be required to possess or obtain a NDIS Worker Screening Clearance, as well as provide a current National Police Check.

**For further information and to submit your application please contact Dira Horne on
(08) 8950 4600 or dira.horne@mhaca.org.au**

Applications must address the Selection Criteria and include a resume and contact details of 2 current referees.

Applications close Friday 23rd September 2022