



**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

## Day Program Activities Officer

<b>POSITION:</b>	Day Program Activities Officer
<b>HOURS:</b>	Casual (including Saturdays)
<b>CLASSIFICATION:</b>	MHACA EBA Level 3 (\$71,847.36 - \$77,033.84)
<b>LOCATION:</b>	Alice Springs
<b>REPORTS TO:</b>	<b>Program Coordinator</b>
<b>ENQUIRIES:</b>	(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 mental health challenges by supporting participant-driven mental health recovery. Our support services and health promotion programs aim to enhance the mental health and wellbeing of people living in Central Australia through:

- NDIS funded support coordination, capacity building, living skills and recreational activities
- individual and group supports for people experiencing mental health issues
- tenancy support for people experiencing mental health issues who are homeless or at risk of homelessness
- a Day Program offering a Drop-in Centre, group activities and peer support
- mental health promotion campaigns to reduce stigma and encourage help-seeking
- suicide prevention networks and events
- 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 challenges in a supportive and facilitative environment that promotes recovery. It is a welcoming environment offering practical assistance and facilities as well as access to structured social, educational creative and therapeutic programs. The Day Program Activities Officer reports to the Program Coordinator and works in conjunction with other team members to implement social, recreational programs and the Drop-in Centre.

### Key responsibilities

The Day Program Activities Officer will work as a member of the Day Program team and will:

- Support people with a severe and persistent mental health issues who experience social isolation.
- Increase community participation by assisting participants to develop new skills, social networks and participate in community activities.
- Accompany participants to community activities and support them to participate.

- Arrange and implement social, educational, and recreational activities which includes appropriate cultural and diverse social engagements.
- Keep accurate documentation including making sure the daily activities and drop-in attendance sheet are filled out and kept up to date.
- Must be compassionate, respectful, and patient.
- Be able to work in a team environment as well as individually.
- Actively participate in the organisation's quality, safety, and risk management systems.
- Maintain a duty of care to staff, participants and visitors in accordance with MHACA's commitment to privacy and confidentiality requirements.
- Engage in supervision, training, planning and staff development activities, when required.
- Attend relevant meetings, when required.

## **Selection Criteria**

### ***Essential:***

- Certificate IV in Mental Health, Community Services, Disability, Education and/or commensurate work experience in these similar areas.
- Demonstrate awareness of the key issues faced by people living with mental health challenges in Central Australia.
- Ability to develop rapport and support people who are experiencing mental health difficulties.
- Excellent communication skills, both verbal and written and the capacity to communicate well to participants from a range of cultural backgrounds.
- Demonstrate good time management and organisational skills.
- Competent in computer skills.
- Ability to work within a team environment and independently.
- Those with lived experience are strongly encouraged to apply, however this is not essential.
- Current NT Driver's License

### **MHACA Employment Benefits:**

- 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 Learning and Development Program
- Flexible work hours in appropriate circumstances

### **Conditions of Employment**

The successful applicant will be required to have a current National Police Check and a NDIS worker screening clearance.

**For further information please contact Helen Chadwick on (08) 8950 4600 or**

**[helen.chadwick@mhaca.org.au](mailto:helen.chadwick@mhaca.org.au)**

**Or visit the MHACA website on [www.mhaca.org.au](http://www.mhaca.org.au)**

Applications must address the Selection Criteria and include a resume and contact details of 3 current referees. Please email to [HR@mhaca.org.au](mailto:HR@mhaca.org.au) or deliver to 14 Lindsay Avenue, Alice Springs.

Applications close 4pm Friday 19 April 2024.