



MHACA

POSITION: Health Promotion and Suicide Prevention Officer
SALARY LEVEL: \$98 351.05 - \$102 801.60 pro rata (MHACA EBA/SCHADS Level 5) + 11.5% super
POSITION HOURS: 38 hours a week. Full-time and ongoing
TEAM: Health Promotion Unit
REPORTING TO: Senior Health Promotion Manager
LOCATION: Alice Springs, onsite at MHACA
POSITION REVIEWED: May 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 Health Promotion and Suicide Prevention Officer will coordinate MHACA's health promotion events and stalls, support mental health and suicide prevention educational sessions in the community and facilitate a local suicide prevention network.

This role will support the development of content for MHACA's presence on the web and social media and will coordinate health promotion activities with MHACA participants.

TEAM DESCRIPTION

The Health Promotion Unit works to improve the wellbeing of Central Australians by implementing health promotion and suicide prevention strategies and community engagement events.

RESPONSIBILITIES

ROLE RESPONSIBILITIES	<ul style="list-style-type: none">• Plan and deliver high-quality health promotion events to reduce stigma and encourage help-seeking for mental health challenges.• Engage with community stakeholders and identify opportunities to collaborate.• Identify opportunities to deliver health promotion stalls and activities.• Coordinate the health promotion activities calendar with MHACA participants.• Facilitate the Central Australia Life Promotion Network.
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	<ul style="list-style-type: none"> • Support the development of health promotion and suicide prevention resources. • Support MHACA's photographic and video documentation of participant and community events. • Support the delivery of presentations and workshops to workplaces, community members and conferences.
GENERAL RESPONSIBILITIES	<ul style="list-style-type: none"> • Work in accordance with MHACA's strategic direction and uphold our values. • Work directly with and advocate for the interests of MHACA participants, some who have complex histories and behaviours. • Undertake professional development in line with MHACA's Learning and Development Framework. • Represent and promote MHACA in the wider community. • Any other duties which may reasonably be expected in relation to the role.
WORK, HEALTH & SAFETY QUALITY ASSURANCE	<ul style="list-style-type: none"> • Be a member of MHACA's Quality Committee and Work Health Safety Committee. • Work in accordance with the WHS Act, National Standards, Regulations, MHACA Frameworks of Practices, MHACA Policies and Procedures. • Actively participate in the organisation's quality, safety and risk management systems. • Identify and report hazards and risks and engage in organisational WHS activities. • 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. • This role is based in an office environment and requires sitting and standing for extended periods of time. Some manual handling of items up to 20 kg may be required for event set up and pack down.
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.

SELECTION CRITERIA (QUALIFICATIONS & ATTRIBUTES)

ESSENTIAL	<ul style="list-style-type: none"> • Qualifications in community development, health promotion, public health, event management or commensurate working experience. • Excellent relationship management skills. An ability to develop, nurture and manage positive working relationships with internal and external collaborators. • Event management skills with the ability to plan and manage multiple events occurring concurrently. • Familiarity with Canva graphic design software. • Excellent communication, time management and organisational skills. • Ability to work within a team environment and independently. • Experience in working in a cross-cultural setting or a demonstrated understanding of the principles of cultural safety and cultural competence.
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	<ul style="list-style-type: none"> • Proficient in using Microsoft Office (Outlook, Microsoft Word etc.) • Hold a Current NT Driver's License.
DESIREABLE	<ul style="list-style-type: none"> • Ability to design promotional materials to a high standard using appropriate graphic design tools. • Experience in delivering health promotion, mental health and suicide prevention activities. • Experience in delivering presentations and workshops. • An awareness of the key issues faced by people living with mental health challenges and an understanding of the broader mental health and social context in Central Australia.

EMPLOYMENT BENEFITS

- Competitive, above award wage salary + super
- 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 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 Ochre Card if required.
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Position Description Authorised



Chief Executive Officer (May 2025)

TO APPLY

Please send a copy of your resume with a cover letter addressing the selection criteria to hr@mhaca.org.au

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