



MHACA

Mental Health Association of Central Australia
14 Lindsay Avenue, Alice Springs | PO Box 2326 Alice Springs NT 0871
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POSITION: Living Skills Project and Communications 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, fixed term until May 2027
TEAM: Health Promotion Team
REPORTING TO: Project Lead – Living Skills
LOCATION: Alice Springs, onsite at MHACA or CHCA
POSITION REVIEWED: June 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

ABOUT THE ROLE

ROLE DESCRIPTION	The Project and Communications Officer plays a pivotal role in supporting the Living Skills Project through effective communication, stakeholder engagement and participant led research. This position is responsible for supporting the pilot program in developing and delivering internal and external communications, conducting research and analysis, program building and delivery, and supporting the development of reports and briefings. The Project and Communications officer works closely with the Project Lead, internal teams, stakeholders, and external partners to facilitate smooth project delivery and reporting.
TEAM DESCRIPTION	The Health Promotion Team works to improve the wellbeing of Central Australians by implementing health promotion and suicide prevention strategies, training and community engagement events.

RESPONSIBILITIES

ROLE RESPONSIBILITIES	<ul style="list-style-type: none">• Implement communication strategies and ensure brand consistency across all communication materials.• Develop culturally appropriate resources for the Living Skills Project.• Conduct qualitative and quantitative research to support the development and implantation of a living skills program, including the delivery of focus group meetings and one-on-one surveying.• Analyse data and prepare reports, briefings, and presentations.
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	<ul style="list-style-type: none"> • Liaise with external stakeholders, partners, and consultants as required. • Support the Living Skills Program development and delivery to participants. • Assist in the evaluation of programs and initiatives. • Provide administrative support as required across the project.
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 20kg may be required for delivery of program workshops.
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 information.

SELECTION CRITERIA (QUALIFICATIONS & ATTRIBUTES)

ESSENTIAL	<ul style="list-style-type: none"> • Qualifications in community development, health promotion, communications, education, project administration and/or commensurate work experience in similar areas. • Demonstrated experience in communications and resource development. • Strong research and analytical skills, with the ability to synthesize complex information. • High-level interpersonal and written communication skills, with an ability to develop rapport with people from a range of backgrounds and communicate educational information. • Experience in working in a cross-cultural setting, including with First Nations people, and a demonstrated understanding of the principles of cultural safety. • Excellent organisational skills with the ability to manage competing priorities and multiple stakeholders. • Ability to work within a team environment and independently. • Proficient in using Microsoft Office (Outlook, Microsoft word etc.)
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	<ul style="list-style-type: none"> • Hold a Current NT Driver's License.
DESIREABLE	<ul style="list-style-type: none"> • Understanding of project management methodologies. • Experience in the homelessness sector.

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.-

Position Description Authorised



Chief Executive Officer (June 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:

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Employee Name (please print)	Employee Signature	Date
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Supervisor Name (please print)	Supervisor Signature	Date