



MHACA

POSITION: **Healthy Bodies Activities Officer**
SALARY LEVEL: \$101,783.76 - \$106,393.97 pro rata (MHACA EBA/SCHADS Level 5) + 12% super
POSITION HOURS: 3-4 days a week (including some Saturdays). 1-year fixed term contract (possibility to extend dependent on funding)
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

ABOUT THE ROLE

ROLE DESCRIPTION	<ul style="list-style-type: none">• The Healthy Bodies Activities Officer will implement activities as part of MHACA’s Healthy Bodies Support Healthy Minds Strategy with MHACA participants and in the community.• This role will facilitate group activities with MHACA participants that focus on increasing wellbeing including cooking, craft, self-care and gentle exercise sessions.• The role will develop resources that focus on wellbeing and healthy lifestyle choices for both MHACA participants and the community.• This role will also support MHACA’s broader health promotion activities in the community.
TEAM DESCRIPTION	<ul style="list-style-type: none">• The Health Promotion Team works to improve the wellbeing of Central Australians by implementing health promotion and suicide prevention strategies and community engagement events.• The work of the team includes health promotion events in the community, development of resources, delivery of workshops, communications and wellbeing activities with MHACA participants.

RESPONSIBILITIES

ROLE RESPONSIBILITIES	<ul style="list-style-type: none"> • Implement activities in line with MHACA Healthy Bodies Support Healthy Minds (HBSHM) Strategy. • Facilitate activities with MHACA participants working in collaboration with MHACA’s Day Program team that have a focus on wellbeing and lifestyle education (nutrition, exercise, sleep, stress reduction and social connection). • Review evidence-based strategies that focus on improving physical wellbeing to support resource development and improvements to MHACA’s HBSHM program. • Engage with community stakeholders and identify opportunities to collaborate where appropriate. • Develop educational resources on lifestyle interventions for MHACA participants and community members. • Work as part of MHACA’s health promotion team to deliver community engagement events and activities.
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 whom 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 if required. • 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 activities 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, education, public health or commensurate working experience.• Group facilitation skills and the ability to engage people in a range of activities.• The ability to develop rapport with a range of people including people living with mental health challenges and disability.• Experience in reviewing information and developing educational resources.• 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.• Proficient in using Microsoft Office (Outlook, Microsoft Word etc.)• Hold a Current NT Driver's License.
DESIREABLE	<ul style="list-style-type: none">• Familiarity with Canva graphic design software or willingness to learn.• Experience in delivering health promotion activities.• 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.

Position Description Authorised

Chief Executive Officer (November 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