



MHACA

POSITION: **ACTIVITIES OFFICER**
SALARY LEVEL: \$88,970.98 - \$95,736.61 (MHACA EBA/SCHADS Level 4) + 12% super
POSITION HOURS: 38 hours a week. Full time and ongoing.
TEAM: Day Program
REPORTING TO: Day Program Manager
LOCATION: Alice Springs, onsite MHACA
POSITION REVIEWED: February 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 Day Program Activities Officer is a member of the Day Program team who support people who live with chronic and ongoing mental health challenges and psychosocial disability.• The Day Program Team facilitates a Drop-in Centre for MHACA participants, where participants can access dignity facilities, computers, basic kitchen facilities, and an opportunity to socially connect with others.• The Activities Officer helps facilitate a range of therapeutic and recreational group activities both onsite at MHACA as well as in the community. This also includes weekend and after-hours activities.• The Activities Officer supports the functioning of the Drop-in Centre and assists with food preparation and cleaning.
TEAM DESCRIPTION	<ul style="list-style-type: none">• The Day Program team supports people living with mental health challenges to socially connect and build skills after they become a MHACA participant.• The Day Program team facilitate the Drop-in Centre at MHACA, which is a safe space for people to connect with others.• The team also facilitate a monthly calendar of group activities, onsite at MHACA and in the community, which includes transportation of participants.

ROLE RESPONSIBILITIES	<ul style="list-style-type: none"> • Help organise and deliver diverse and culturally appropriate educational and recreational activities. • Engage and accompany participants to centre-based and community activities. • Actively engage with MHACA participants in the Drop-in Centre by having yarns, playing games and assisting with participant support needs. • Collaborate with Day Program team members and assist with meal preparation and food handling. • Ensuring the cleanliness and overall tidiness of the Drop-in Centre. Responsibilities include, but are not limited to mopping floors, sanitizing benches and kitchen countertops, maintaining orderly and well-kept areas which include dining, kitchen and lounge area. • Assist with participant transportation during morning and afternoon pickups/drop-offs and external activities/events. • Keep accurate documentation including making sure the daily activities and Drop-in Centre attendance sheets are filled out and processed. • Support program administration tasks as required.
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. • Assist with MHACA’s Day Program as required. • 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"> • Contribute to MHACA’s Quality Committee and Work Health Safety Committee as 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 under 20kg may be required.
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

	<ul style="list-style-type: none"> Adhere to and apply strict confidentiality practices and guidelines to all participant, staff and organisational sensitive information.
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SELECTION CRITERIA (QUALIFICATIONS & ATTRIBUTES)

ESSENTIAL

- Qualifications in Mental Health, Community Services and/or commensurate work experience in similar areas.
- Demonstrated ability to develop rapport with people from a diverse range of cultural backgrounds and communicate with patience, kindness, and respect.
- Experience and confidence in delivering group activities.
- Excellent communication, time management and organisational skills.
- Ability to work within a team environment and independently.
- Experience working in a cross-cultural setting and a demonstrated understanding of trauma informed practice and the principles of cultural safety.
- Good computer skills and proficient in using Microsoft Office (Outlook, Microsoft word etc.)
- Hold a Current NT Driver’s License.

DESIRABLE

- An awareness of the key issues faced by people living with mental health challenges in Central Australia.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply and transferrable skills will be considered.

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

(February 2025)

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