



MHACA

POSITION: Living Skills Project Officer
SALARY LEVEL: \$101,783.76 - \$106,393.97 pro rata (MHACA EBA/SCHADS Level 5) + 12% super
POSITION HOURS: 38 hours a week. Full-time, fixed term until December 2027 (0.8FTE negotiable)
TEAM: Health Promotion Team
REPORTING TO: Living Skills Manager
LOCATION: Alice Springs, onsite at MHACA.
POSITION REVIEWED: June 2026

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 Project Officer plays a pivotal role in supporting the Living Skills Pilot Program, which has the goal to support housing sustainability and tenancy success through culturally responsive, practical living skills education.• The Project Officer works closely with the Program Manager in program design, delivery, and reporting, in collaboration with stakeholders.• Tasks for this position include facilitating Living Skills workshops and group sessions, preparing materials, co-designing activities with participants, and delivering information in an accessible and culturally safe manner.• Strong engagement and presentation skills are essential. This includes the ability to present at participant workshops and community events alongside community engagement to support participant recruitment, referrals, and program visibility.• Facilitate community development activities that seek to increase the wellbeing of community members living in social housing.
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, training and community engagement events.

RESPONSIBILITIES

<p>ROLE RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Develop culturally appropriate, trauma-informed resources to support participant learning. • Engage with community members, Elders, families, service providers, and external stakeholders to support participant pathways and program visibility. • Build strong, trusting relationships with participants, their families, and community networks using culturally responsive, strengths-based practice. • Facilitate and deliver workshops, information sessions, and group activities that are engaging and culturally appropriate. • Contribute to co-design processes and participant-led feedback loops to refine workshop content, resources, and future program activities. • Collect, analyse, and accurately document qualitative data and participant insights. • Assist in monitoring, evaluation, and continuous improvement, identifying opportunities to strengthen program outcomes. • Provide administrative and project support, including logistics for workshops, community engagement, and outreach activities. • Develop and facilitate community development activities that focus on the self-determination of community members through strength-based approaches to increase their health and wellbeing.
<p>GENERAL RESPONSIBILITIES</p>	<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 support needs. • Undertake professional development in line with MHACA’s Learning and Development Framework. • Represent MHACA and the Living Skills Project at community events, interagency meetings, and stakeholder forums. • Contribute to promotional and communication activities that increase program visibility across Central Australia. • Any other duties which may reasonably be expected in relation to the role.
<p>WORK, HEALTH & SAFETY QUALITY ASSURANCE</p>	<ul style="list-style-type: none"> • You may be asked to contribute to 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.
<p>VALUES & BEHAVIOURS</p>	<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 participants, staff and organisational information.
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SELECTION CRITERIA (QUALIFICATIONS & ATTRIBUTES)

ESSENTIAL	<ul style="list-style-type: none"> • Qualifications in community development, health promotion, education, public health, social work, or a similar discipline, or commensurate working experience. • Demonstrated skills in community development. • Experience developing engaging workshop and educational materials, facilitating workshops, training sessions, group activities, and delivering presentations. • Strong community engagement and stakeholder-relationship skills, with the ability to collaborate effectively with service providers, government agencies and other external partners. • High-level interpersonal, written, and verbal communication skills, with the ability to build trust and engage respectfully with diverse community members. • Proven experience working in cross-cultural environments, particularly alongside First Nations peoples, supported by a strong commitment to culturally responsive, inclusive, and trauma-informed practice. • Excellent communication, public speaking, time management, organisational skills and the ability to work both independently and as part of a team. • Proficiency in Microsoft Office and digital communication tools e.g. Canva • Hold a Current NT Driver’s License. • Ability to travel as part of the project deliverables.
DESIREABLE	<ul style="list-style-type: none"> • Understanding of project management. • Experience in the housing and/or homelessness sector.

Aboriginal and Torres Strait Islander people are 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.-

Nicole Piet

Chief Executive Officer (June 2026)

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