MANAGER HEALTH PROMOTION

POSITION: Manager Health Promotion
HOURS: Full-time - 38 hours per week
CLASSIFICATION: MHACA Enterprise Agreement Level 7 ($89,958 – $93,725) - salary packaging avail.
LOCATION: Alice Springs
REPORTS TO: CEO
ENQUIRIES: (08) 8950 4610
UPDATED: Nov 2018

ABOUT MHACA
Since it was established in 1992, MHACA has grown from a small advocacy and support group to a well-established organisation with a strong presence and reputation in the community. We strive to make a difference in the lives of people with a mental illness by supporting participant-driven mental health recovery and assisting communities and organisations to actively improve their mental health and well-being.

Our psychosocial support services and educational programs aim to enhance the mental health and wellbeing of people living in Central Australia through a range of programs and activities including:

- Individual support to people experiencing mental illness
- A drop-in centre, group activities and peer support
- Mental health promotion to reduce stigma and raise community awareness
- Support remote Aboriginal communities to build awareness and community capacity to implement suicide prevention strategies
- Training in mental health first aid, suicide intervention, workplace health and related areas
- Advocacy for improved services at local, state and national levels.

The Mental Health Promotion Unit at MHACA aims to:
- strengthen the capacity of individuals and communities to identify and respond to indicators of suicide risk and mental health problems
- develop and implement effective suicide prevention and mental health promotion strategies for Aboriginal people and the general community based on consultation, local ownership and culturally safe responses
- develop and implement projects and activities which help to reduce the stigma and myths surrounding suicide and mental illness, and which promote the health and well-being of participants
- encourage and resource coordinated and collaborative solutions to, improve information sharing and reduce duplication of services relevant to suicide prevention and mental health promotion
OVERVIEW OF THE ROLE
The Health Promotion Manager reports to the CEO and is a member of the Senior Leadership Team at MHACA. The role is informed by the MHACA Strategic Plan, Operational Plan and achievement of the outcomes and tasks specified in relevant Funding Agreements.

The Manager has the authority, accountability and responsibility to plan, develop, coordinate and evaluate the delivery of the programs. The Manager has broad responsibilities to work with all levels of Government, non-Government, private and community organisations and community members to ensure that mental health and suicide prevention are understood in the context of Central Australia and that initiatives are developed and implemented that address the identified needs of communities, families, and individuals.

KEY RESPONSIBILITIES

1. **Program Planning and Management**
   - Lead the team in the development and monitoring of plans to guide the current activities and future growth of the promotion and prevention team
   - Provide timely reports to Government and other funding bodies including the provision of budgetary projections, financial monitoring, analysis and evaluation of programs.
   - Provide guidance and structure to the funded programs within the Promotion and Prevention area including health promotion, community engagement and advocacy activities, Suicide Story, special events, training and capacity building, communications and networks.
   - Ensure that program areas are guided by the MHACA strategic plan and other relevant team plans as well as National and Territory level strategies and legislation.

2. **Communications and Advocacy**
   - Overall responsibility for marketing and communication of MHACA’s work.
   - Lead opportunities to promote the work of MHACA and the Promotion and Prevention Unit through media, social media, community events and other communication channels
   - Represent the organisation in relevant networks and cross-agency and cross-sector collaborations
   - Liaise with relevant funding bodies, peaks, health promotion and suicide prevention programs and research bodies
   - Advocate on behalf of MHACA in relation to mental health and suicide related issues through media and public forums in line with MHACA’s policies and procedures
   - Keep abreast of current issues and policy direction in relation to Mental Health and Suicide Prevention both nationally and Territory wide
3. **Team Coordination and Support**

- Provide direction, monthly supervision and support to the Promotion and Prevention Team members.
- Identify and seek appropriate funding opportunities to support the current operations and future growth of the team and its programs.
- Monitor the team’s progress against key milestones and performance indicators.
- Develop and implement processes and tools which support team members to effectively plan, deliver and evaluate programs.
- Provide team reports to monthly staff meetings and Board of Governance meetings.
- Assist in the delivery of training and education programs relevant to mental health promotion and suicide prevention.

4. **Other duties**

- As a member of the Senior Leadership Team the Promotion and Prevention Manager contributes to the overall leadership and management of the organisation.
- Any other duties as required by the organisation from time to time.

**Essential**

- Tertiary qualifications and/or experience in health promotion, management, community development, mental health, education, or a related field.
- An understanding of the principles of health promotion and/or community development and how they might apply to mental health promotion and suicide prevention.
- Demonstrated experience in the management and supervision of staff and maintaining an effective team environment.
- Ability to prepare and deliver promotional information, clear and concise communications to a range of audiences including media outlets.
- Highly developed communication skills including experience in proposal and report writing and/or demonstrated success in acquiring program funds.
- An ability to develop, nurture and manage positive working relationships and deliver excellent services with both internal and external collaborators.
- A demonstrated ability to project manage a range of projects and budgets and effectively prioritise competing demands.
- Good computer skills including Microsoft Office and Adobe Creative Suite experience (Word, Outlook, Excel, PowerPoint, and the Adobe Package).
- An understanding of the issues surrounding mental health, suicide and grief and...
Experience in working in a cross-cultural setting or a demonstrated understanding of and commitment to the principles of cultural safety and cultural competence.

Desirable

- Knowledge and understanding of the key issues of the National Mental Health Standards and the LIFE Framework for the prevention of suicide.
- Experience in adult education and training in a cross cultural or remote environment.
- Experience with and/or awareness of the issues affecting the lives of indigenous people and an understanding of how those issues might impact on suicidality and mental health issues.

OTHER REQUIREMENTS

- Hold a current driver license
- Some local, remote and interstate travel may be required
- Hold or be eligible to apply for a Northern Territory Ochre Card (working with children check), and undergo or provide a recent National Police Check.

For further information please contact Merrilee Cox on (08) 8950 4600.

Or visit the MHACA website on www.mhaca.org.au

Applications must address the Selection Criteria and include a resume and contact details of three current referees. Please forward to:

Mental Health Association of Central Australia
PO Box 2326, ALICE SPRINGS, NT 0871
Email to info@mhaca.org.au
or deliver to 14 Lindsay Avenue, Alice Springs

Applications close on 4 December 2018