



## **Tū Māia Rangatahi - Administrator**

Kaiāwhina Tū Māia Rangatahi

*0.8 FTE, permanent*

### **Ko wai mātou | About us**

Te Puna Ora o Mātaatua is the leading regional Māori health and wellbeing provider in the country. Established in 1991, Te Puna Ora o Mātaatua delivers an integrated range of community health, general medical, homebased, and social services within the Mātaatua rohe, mai ngā kuri a whārei ki Tihirau.

### **He aha te tūnga | About the role**

Our Rangatahi Hub is always abuzz with excitement, innovation, creativity and manaaki. Filled with the laughter of youth and kaimahi alike, Rangatahi are supported to create their own customised pathways and plans, helping them to progress with their education, training, and employment aspirations. Supporting Rangatahi is the number one goal in the Rangatahi Hub, and our customised plans are a combination of different building blocks, designed to support youth development within Mātaatua.

We provide Rangatahi with access to a range of free wrap around services such as Driving Academy, Counselling, Medical Health Care, Mātauranga, Life Skills, Nutrition and so much more. Our Rangatahi Hub Team are a well-oiled machine who continuously exceed their KPI's but, importantly, celebrate the successes of many Rangatahi which is a reflection of their dedication and commitment..

As our Rangatahi Hub Administrator, you will be responsible for ensuring the administration functions within the team run smoothly. Your normal day will likely consist of juggling competing priorities therefore its super important you enjoy a bit of pressure. Our Rangatahi Hub Team are high-energy, proactive and out in the community often so efficiency and diligence for this role is crucial

### **Nga pūkenga me whai | Your skills and experience**

For this role, we are looking for someone who:

- Enjoys working in an exciting, high-energy filled Rangatahi environment
- Has administration experience
- Can multitask priorities
- Has good communication skills both verbally and written
- Works well under pressure

*If you consider yourself an Administration Superstar, and you're looking for a varied and fulfilling role in a Kaupapa Māori environment, then karanga mai, we'd love to hear from you.*

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, therefore a strong commitment to the principles outlined in the framework is vital.

### **Tukua mai tō tono inaianei | Apply Now**

Read the job description here. To apply, please complete our online Application for Employment Form on our website **by 5pm on Friday, 4 August 2023.**

For a confidential discussion, contact Pamai Simpson, HR Team Lead on 021 032 6103 or [Pamai.simpson@tpoom.co.nz](mailto:Pamai.simpson@tpoom.co.nz).

All kaimahi of Te Puna Ora o Mātaatua are required to hold a Full Class 1 NZ Driver Licence.