**Practice Receptionist / Administrator**

**Kaiāwhina Tari Hauora**

*Full Time, Permanent*

**Ko wai mātou I 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.

Rehua Medical Centre opened its doors for the first time in October 2022 and boasts not only cutting-edge technology, but also state of the art facilities that caters for over 3000 patients.

**He aha te tūnga I About the role**

Based at the forefront of our organisation and in the heart of Kopeopeo, you will be the face of our organisation and front of house superstar - meeting and greeting manuhiri into Rehua Medical Centre, and assisting with enquires for our Te Puna Ora services.

Your mahi will include taking phone calls, scheduling appointments, processing new enrolments, performing reception duties and of course being a friendly, welcoming face for our manuhiri. Overall, the tasks involved are relatively simple, but the catch 101 is the clientele that you will encounter. Our whānau are predominantly Pakeke and Māori therefore the ability to champion Te Ao Māori, speak Te Reo effortlessly, and remain patient and supportive are important to us.

We are a fast-moving hauora that respond to the everchanging needs of our hāpori, so the ability to adapt to changes, thrive under pressure, and enjoy a challenge would be beneficial.

**Nga pūkenga me whai I Your skills and experience**

*So you can hit the ground running, we’d expect you to bring a few things to the table such as:*

* Fluency in Te Reo Māori
* A warm, welcoming, and patient mannerism
* Administration experience (preferably in a clinical setting)
* Complete confidentiality and sensitivity
* Values that align to our Kaupapa and the basic principles of Te Ao Māori.

**Nāku te rourou, nāu te rourou, ka ora ai te iwi**

We are a supportive Kaupapa Māori organisation, committed to developing our kaimahi. As well as offering an attractive professional development budget and pathways for career development, we have several opportunities to whakapiki wairua including mau rakau, Reo Māori wānanga and instant access to leave.

If you’re passionate about our hāpori as much as we are, then we’d love to hear from you!

**Tukua mai tō tono inaianei I Apply Now**

To apply, please complete our online Application for Employment Form on our website***by 5pm on Friday, 24 November 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).